

2001 - 2002

OCCUPATIONAL OUTLOOK
AND
TRAINING DIRECTORY

***ALPINE, EL DORADO, NEVADA,
PLACER, SIERRA
COUNTIES***

product of:

California Cooperative Occupational
Information System

sponsored by:

Golden Sierra Job Training Agency

State of California
Employment Development Department

California Occupational Information
Coordinating Committee

<http://www.goldensierra.com>
<http://www.calmis.ca.gov>

ACKNOWLEDGMENTS

Golden Sierra Job Training Agency appreciates the time and effort of all who have assisted with this annual labor market project

THANK YOU

To the Alpine, El Dorado, Nevada, Placer and Sierra County Employers

THANK YOU

For taking your valuable time to complete the occupational questionnaires!

Thank you to the following agencies and individuals:

***Alpine, El Dorado, Nevada, Placer and Sierra County Boards of Supervisors
Golden Sierra Governing Body
Golden Sierra Workforce Investment Board
Golden Sierra LMI Staff
State of California Labor Market Information Division***

***Cover Photo by
Jim Beckett of Sugar Pine Studios, Grass Valley, California
NorthStar Powerhouse Mining Museum on Wolf Creek in Grass Valley***

Table of Contents

Summary of State-wide CCOIS program agencies.....	6
--	----------

Introduction.....	7
--------------------------	----------

2001 Occupational Summaries

Call Center Workers.....	12
Computer Support Specialists.....	14
Database Administrators.....	16
Dental Hygienists.....	18
Electrical and Electronic Assemblers.....	20
Hotel Desk Clerks.....	22
Marketing, Advertising, and Public Relations Managers.....	24
Office Managers.....	26
Optometric Assistant.....	28
Personnel Managers.....	30
Police Patrol Officers.....	32
Registered Nurses.....	34
Salespersons-Retail (Except Vehicle Sales).....	36
Sheriffs and Deputy Sheriffs.....	38
State-Highway Police Officers.....	40
Systems Analysts – Electronic Data Processing.....	42
Teachers, Preschool.....	44
Teachers – Elementary School.....	46
Teachers – Secondary School.....	48
Traffic, Shipping, and Receiving Clerks.....	50

2000 Occupational Summaries

Animal Health Technicians.....	56
Automotive Body and Related Repairers.....	58
Automotive Mechanics.....	60
Computer Aided Design Technicians.....	62
Computer Graphics Specialists.....	64
Computer Programmers, Including Aides.....	66
Cooks – Specialty Fast Food.....	68
Customer Service Representatives.....	70
Human Service Workers.....	72
Instructional Aides.....	74
Loan and Credit Clerks.....	76
Managers, Retail Store.....	78
Network Control Technicians.....	80

Nurse Practitioners.....	82
Pharmacy Technicians.....	84
Physicians' Assistants.....	86
Receptionists and Information Clerks.....	88
Teachers – Special Education.....	90
Truck Drivers, Light.....	92
Waiters and Waitresses.....	94

1999 Occupational Summaries

Cashiers.....	100
Cooks – Restaurant.....	102
Counter and Rental Clerks.....	104
Forklift Operators.....	106
General Office Clerks.....	108
Home Health Aides.....	110
Internet Web Site Designers/Developers (Webmasters).....	112
Janitors and Cleaners – Except Maids and Housekeeping Cleaners.....	114
Licensed Vocational Nurses.....	116
Machinist.....	118
Maids and Housekeeping Cleaners.....	120
Maintenance Repairers – General Utility.....	122
Medical and Clinical Laboratory Assistants.....	124
Paralegal Personnel.....	126
Physical Therapists.....	128
Sales Agents – Selected Business Services.....	130
Social Workers – Except Medical and Psychiatric.....	132
Software Engineers.....	134
Stock Clerks – Stockroom, Warehouse, Storage Yard.....	136
Tellers.....	138

Vocational Training Directory

Community Colleges

Cosumnes River College.....	144
Lake Tahoe Community College.....	145
Sierra College, Nevada County Campus.....	146
Sierra College, Rocklin Campus.....	147

Regional Occupational Programs (ROP)

Central Sierra ROP.....	150
49er ROP.....	151

Adult Education

Nevada Union Adult Education.....	154
Placer School for Adults.....	155

Roseville Adult School.....	156
-----------------------------	-----

Private Schools

Aviation & Electronic Schools of America.....	158
The Body Institute.....	158
California College of Ayurveda.....	159
California Motel Training.....	159
California Paralegal College.....	160
Clinical Touch School of Massage Therapy.....	160
Heald College, Schools of Business and Technology.....	161
Healing Arts Institute.....	161
InnerQuest Alchemical Hypnotherapy Institute.....	162
Jerry Lee Beauty College.....	162
Lake Tahoe Massage School.....	163
New Directions Learning Center	163
Northern California Training Institute	164
Phillips School of Massage.....	164
Sierra Family Services.....	165
Truckee Tahoe Training.....	165

Appendix

Definitions and Terminology.....	169
Program Methods.....	173
Sample Questionnaire.....	176
Occupations Surveyed 1990 – 2001.....	178

Index of Programs	183
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INTRODUCTION

The Labor Market Information and Vocational Training Information in this annual publication have been compiled through a cooperative effort between Golden Sierra Job Training Agency and Labor Market Information Division of the State of California Employment Development Department, as part of the California Cooperative Occupational Information System (CCOIS). Agencies such as California Community Colleges, Council for Private Postsecondary and Vocational Education, California Department of Commerce, Department of Rehabilitation, Department of Social Services, Employment Training Panel, and the State Department of Education have a vital role in the operation of the CCOIS.

Should you have any questions regarding the information in this report, please contact Carol Viola, Golden Sierra Job Training Agency, at (530) 265-3201.

Occupational Outlook Summaries

The information included in the Occupational Outlook summaries is based on confidential surveys with employers within the Golden Sierra area (*Alpine, El Dorado, Nevada, Placer, and Sierra Counties*). The methods used to collect this information were designed and followed with the intention of collecting accurate and unbiased data.

The occupations summarized in this publication are listed in alphabetical order on the Table of Contents page. If you are a first time user of this publication, please read the section in the appendix entitled *Definitions and Terminology*. Those who want a thorough understanding of the data and its strengths and limitations will also want to read the section on *Program Methods*.

The information reported in the occupational summaries can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below:

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with information on employment and training, as well as occupational size and expected growth rate. Program planners can use this data to evaluate, improve, and eliminate programs or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculums based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances of job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Vocational Training Directory

The Vocational Training Directory is intended to be a “first reference” resource with basic information on vocational training programs available within the Golden Sierra area. It should be a valuable asset to career counselors, vocational planners, recruitment personnel, and others. Individuals who use this information are encouraged to contact the training provider to verify the accuracy of the information. This directory includes information on training programs offered through Community Colleges, Regional Occupational Programs (ROP's), Adult Education, and Private Schools. Data was collected for this directory in November of 2001.

2001

OCCUPATIONAL SUMMARIES

2001 Occupational Summaries

Call Center Workers

Computer Support Specialists

Database Administrators

Dental Hygienists

Electrical and Electronic Assemblers

Hotel Desk Clerks

Marketing, Advertising, and Public Relations Managers

Office Managers

Optometric Assistant

Personnel Managers

Police Patrol Officers

Registered Nurses

Salespersons-Retail (Except Vehicle Sales)

Sheriffs and Deputy Sheriffs

State-Highway Police Officers

Systems Analysts – Electronic Data Processing

Teachers, Preschool

Teachers – Elementary School

Teachers – Secondary School

Traffic, Shipping, and Receiving Clerks

Call Center Workers

OES Code 531230999

DESCRIPTION

Call Center Workers place or receive telephone calls on behalf of an organization in order to facilitate sales, provide customer service, answer customers' questions, conduct research, or route calls to other divisions in the organization. They may promote and/or take orders for products or services. They may answer customer inquiries regarding accounts or membership in the organization. They may also receive customer complaints and resolve problems with service, billing or credit. They use computers or process orders for products and services. Does not include employees who work primarily as Switchboard Operators or as Dispatchers.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$9.00	\$8.50
New Hire, Experienced	\$7.50	\$11.03	\$9.00
Experienced, 3 Yrs w/firm	\$8.98	\$15.00	\$11.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	50%	10%	0%
Dental Insurance	20%	30%	0%	50%
Vision Insurance	10%	10%	0%	80%
Life Insurance	40%	10%	0%	50%
Sick Leave	60%	10%	0%	30%
Vacation	70%	10%	0%	20%
Retirement Plan	20%	40%	10%	30%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Medium – 267 to 533 workers

GENDER - Male 24%, Female 76%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	64%
Colleges/Universities	9%
Internet	18%
Private Employment Agencies	9%
Union Hall Referrals	0%
Walk-in Applicants	36%
Newspaper Ads	100%
School/Program Referrals	9%
EDD	18%
In-house Promotion/Transfer	27%
Trade Journals	0%
Other	0%

PROJECTIONS

GROWTH RATE - Average
(5.0% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Call Center Workers

11 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Book Stores	16.0%
Employment Services	16.0%
Hotels and Motels	16.0%
Other	52.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	18%
Graveyard.....	18%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 20 hours per week. Few employers offer work on a temporary basis averaging 40 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

Wages: Some employers offer a bonus, commission or other incentives ranging from \$0.10 to \$5.75 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 239.362-014, 241.367-014
OES Code # 531230, 553350

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	80%	50%
No	20%	50%

QUALIFICATIONS

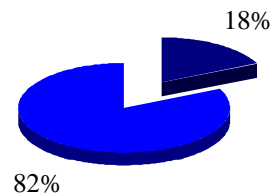
Technical: Ability to conduct an audit. Ability to use word processing, spreadsheet, and database software. Ability to write effectively. Ability to operate 10-key adding machine by touch. Telephone answering skills. Payroll processing skills. Bookkeeping and accounting skills. Bondable.

Personal: Ability to pay attention to detail. Ability to work independently. Ability to perform routine, repetitive work. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 18%
- High school or equivalent - 82%

Computer Support Specialists

OES Code 251040

DESCRIPTION

Computer Support Specialists provide technical assistance and training to computer system users. They investigate and resolve computer software and hardware problems of users. They answer clients' inquiries in person and via telephone concerning the use of computer hardware and software including printing, word processing, programming languages, electronic mail, and operating systems.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$15.00	\$10.00
New Hire, Experienced	\$7.00	\$25.00	\$16.00
Experienced, 3 Yrs w/firm	\$8.50	\$28.77	\$20.09

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$15.51	\$21.00	\$16.98
Experienced, 3 Yrs w/firm	\$16.52	\$20.98	\$20.37

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	35%	0%	6%
Dental Insurance	53%	29%	0%	12%
Vision Insurance	47%	24%	0%	24%
Life Insurance	65%	6%	6%	18%
Sick Leave	82%	0%	0%	12%
Vacation	88%	0%	0%	6%
Retirement Plan	35%	53%	0%	6%
Child Care	0%	0%	12%	82%

SIZE OF OCCUPATION

RANGE - Large – 534 to 1156 Workers

GENDER - Male 67%, Female 33%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	53%
Colleges/Universities	18%
Internet	71%
Trade Journals	6%
Union Hall Referrals	0%
Walk-in Applicants	0%
Newspaper Ads	76%
Private Employment Agencies	12%
School/Program Referrals	18%
In-house Promotion/Transfer	29%
Other	6%

PROJECTIONS

GROWTH RATE – Much faster than average
(24.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Computer Support Specialists

17 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Computer and data processing service	55.8%
Computer and office equipment	8.7%
Electronic components and accessories	7.7%
Other	27.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 24 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

Wages: Few employers offer a bonus ranging from \$0.12 to \$0.52 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 039.264-010
CA Occupational Guide # 152

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	90%	56%
No	10%	44%

QUALIFICATIONS

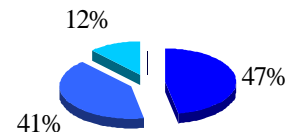
Technical: Ability to write effectively. Ability to use digital computers. Ability to use analog computers. Ability to operate peripheral equipment. Ability to operate electronics testing equipment. Knowledge of microcomputer hardware and operating systems. Knowledge of minicomputer hardware and operating systems. Knowledge of electronic data processing systems engineering. Knowledge of mainframe hardware and operating systems. Problem solving skills. Record keeping skills. Possession of a valid driver's license.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Possession of a reliable vehicle.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- High school or equivalent - 47%
- Associate degree - 41%
- Bachelor degree - 12%

Database Administrators

OES Code 251030

DESCRIPTION

Database Administrators coordinate physical changes to computer databases and code, test, and implement the database applying knowledge of database management systems. May design logical and physical databases and coordinate the database development as part of a project team.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$28.08	\$16.16
New Hire, Experienced	\$7.00	\$33.68	\$23.01
Experienced, 3 Yrs w/firm	\$10.00	\$40.75	\$25.95

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	33%	0%	7%
Dental Insurance	40%	27%	0%	27%
Vision Insurance	33%	13%	0%	47%
Life Insurance	33%	13%	0%	47%
Sick Leave	87%	0%	0%	7%
Vacation	87%	0%	0%	7%
Retirement Plan	33%	33%	0%	27%
Child Care	0%	0%	0%	93%

SIZE OF OCCUPATION

RANGE - Small – Less than 267 workers

GENDER - Male 72%, Female 28%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	57%
Colleges/Universities	14%
Internet	71%
Trade Journals	0%
Private Employment Agencies	7%
Walk-in Applicants	21%
Newspaper Ads	43%
School/Program Referrals	0%
EDD	7%
In-house Promotion/Transfer	29%
Other	7%

PROJECTIONS

GROWTH RATE - Much faster than average
(23.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Database Administrators

15 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Computer and data processing service	59.8%
Accounting, auditing, and bookkeeping	8.6%
Management and public relations	7.6%
Other	24.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

Almost all employers offer work on a full time basis averaging 42 hours per week. Few employers offer work on a part time basis averaging 30 hours per week.

Wages: Some employers offer a bonus ranging from \$1.01 to \$3.37 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 039.162-010, 039.162-014

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	86%	8%
No	14%	92%

QUALIFICATIONS

Technical: Ability to think logically. Ability to write technical material. Ability to develop written recommendations. Ability to interview others for information. Ability to prepare budgets. Knowledge of database management. Knowledge of computer hardware and software systems. Problem solving skills. Analytical skills. Computer programming skills.

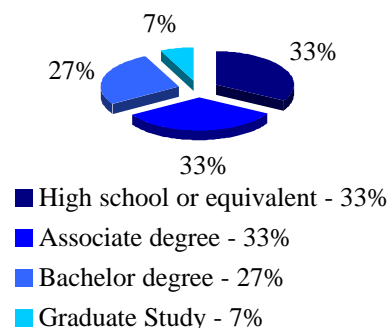
Physical: Ability to sit for long periods of time.

Personal: Ability to work as part of a team. Ability to work independently. Ability to read and follow instructions. Ability to concentrate for long periods of time. Ability to work under pressure.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Dental Hygienists

OES Code 329080

DESCRIPTION

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$30.00	\$45.83*	\$38.00
New Hire, Experienced	\$33.00	\$42.85	\$37.50
Experienced, 3 Yrs w/firm	\$33.75	\$43.75	\$38.50

**Represents only one firm*

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	27%	7%	0%	27%
Dental Insurance	47%	0%	0%	13%
Vision Insurance	7%	0%	0%	53%
Life Insurance	13%	0%	0%	47%
Sick Leave	20%	0%	0%	40%
Vacation	40%	0%	0%	20%
Retirement Plan	33%	7%	0%	20%
Child Care	0%	0%	0%	60%

SIZE OF OCCUPATION

RANGE - Medium – 267 to 533 workers

GENDER - Male 2%, Female 98%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	87%
Colleges/Universities	7%
Internet	7%
Trade Journals	0%
Private Employment Agencies	7%
Walk-in Applicants	20%
Newspaper Ads	87%
School/Program Referrals	20%
EDD	0%
In-house Promotion/Transfer	0%
Other	13%

PROJECTIONS

GROWTH RATE - Slower than average
(4.0% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Dental Hygienists

15 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Offices and clinics of dentists	92.3%
Other	7.7%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

Most employers offer work on a full time basis averaging 32 hours per week. Almost all employers offer work on a part time basis averaging 16 hours per week. Few employers offer work on a temporary basis averaging 16 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 078.361-010
CA Occupational Guide # 155

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	67%	25%
No	33%	75%

QUALIFICATIONS

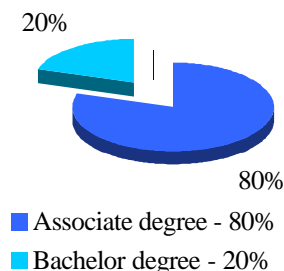
Technical: Ability to follow laboratory procedures. Ability to perform or assist with dental procedures. Ability to write effectively. Knowledge of anesthesiology. Understanding of good diet and nutrition. Supervisory skills. General clerical skills. Record keeping skills. Possession of a Radiation Safety Certificate.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: Dental Hygienist License

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Electrical and Electronic Assemblers

OES Code 939050

DESCRIPTION

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$8.75	\$8.00
New Hire, Experienced	\$7.00	\$1.00	\$9.00
Experienced, 3 Yrs w/firm	\$8.47	\$15.00	\$11.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	38%	56%	0%	6%
Dental Insurance	19%	50%	0%	31%
Vision Insurance	13%	31%	0%	56%
Life Insurance	44%	19%	6%	31%
Sick Leave	69%	6%	0%	25%
Vacation	88%	6%	0%	6%
Retirement Plan	25%	31%	6%	38%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Small – Less than 267 workers

GENDER - Male 46%, Female 54%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	81%
Colleges/Universities	6%
Internet	6%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	44%
Newspaper Ads	63%
School/Program Referrals	25%
EDD	6%
In-house Promotion/Transfer	13%
Private Employment Agencies	50%

PROJECTIONS

GROWTH RATE - Much faster than average (11.9% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Electrical and Electronic Assemblers

16 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Computer and office equipment	29.7%
Electronic components and accessories	14.0%
Miscellaneous manufacturers	12.2%
Household appliances	10.4%
Communications equipment	7.7%
Other	26.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	19%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a temporary basis averaging 29 hours per week.

Wages: Few employers offer a bonus of \$0.10 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 726.684-018
CA Occupational Guide # 47

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	80%	71%
No	20%	29%

QUALIFICATIONS

Technical: Ability to read blueprints. Ability to read schematics. Ability to use hand tools. Knowledge of electronic circuitry. Understanding of electrical circuitry. Understanding of military specifications. Electronic component and product assembly skills. Soldering skills.

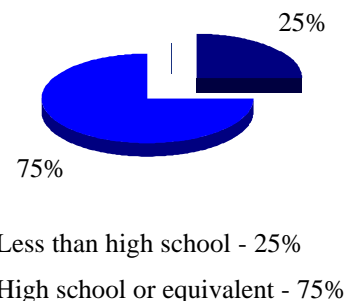
Physical: Ability to stand continuously for 2 or more hours. Ability to sit continuously for 2 or more hours. Ability to work rapidly. Manual dexterity. Good eye-hand coordination. Good vision. Possession of good color perception.

Personal: Ability to work independently. Ability to perform routine, repetitive work. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Hotel Desk Clerks

OES Code 538080

DESCRIPTION

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$8.00	\$7.00
New Hire, Experienced	\$7.00	\$9.00	\$8.00
Experienced, 3 Yrs w/firm	\$8.25	\$10.42	\$9.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	7%	60%	0%	27%
Dental Insurance	7%	47%	0%	40%
Vision Insurance	7%	20%	7%	60%
Life Insurance	27%	20%	0%	47%
Sick Leave	27%	13%	0%	53%
Vacation	53%	13%	7%	20%
Retirement Plan	13%	27%	0%	53%
Child Care	0%	0%	0%	93%

SIZE OF OCCUPATION

RANGE - Medium – 267 to 533 workers

GENDER - Male 36%, Female 64%

SUPPLY AND DEMAND

Firms report it is not difficult to find qualified applicants who have prior experience. Applicants encounter a very competitive job market.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	80%
Colleges/Universities	0%
Internet	20%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	60%
Newspaper Ads	93%
School/Program Referrals	7%
EDD	7%
In-house Promotion/Transfer	20%
Other	0%

PROJECTIONS

GROWTH RATE - Average
(5.2% annually)

Hotel Desk Clerks

15 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Hotels and motels	97.5%
Other	2.5%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	100%
Graveyard.....	73%
Other.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Most employers offer work on a part time basis averaging 25 hours per week. Few employers offer work on a temporary basis averaging 8 hours per week. Few employers offer work on a seasonal basis averaging 35 hours per week.

Wages: Many employers offer a bonus, tip, commission, and other incentives ranging from \$0.14 to \$7.48 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 238.367-038
CA Occupational Guide # 70

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	0%	64%
No	100%	36%

QUALIFICATIONS

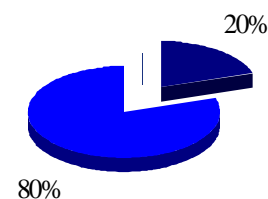
Technical: Ability to follow billing procedures. Ability to write effectively. Record keeping skills. Cash handling skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Good grooming skills. Customer service skills. Public contact skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 20%
- High school or equivalent - 80%

Marketing, Advertising, and Public Relations Managers

OES Code 130110

DESCRIPTION

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.97	\$17.26	\$13.62
New Hire, Experienced	\$11.51	\$38.36*	\$19.18
Experienced, 3 Yrs w/firm	\$14.92	\$35.96	\$24.29

* Represents only one firm

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	15%	69%	0%	15%
Dental Insurance	15%	46%	8%	31%
Vision Insurance	0%	31%	8%	62%
Life Insurance	38%	15%	0%	46%
Sick Leave	77%	15%	0%	8%
Vacation	85%	8%	0%	8%
Retirement Plan	0%	54%	0%	46%
Child Care	8%	0%	0%	92%

SIZE OF OCCUPATION

RANGE - Large – 534 to 1156 workers

GENDER - Male 55%, Female 45%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	31%
Colleges/Universities	8%
Internet	62%
Trade Journals	8%
Union Hall Referrals	0%
Walk-in Applicants	8%
Newspaper Ads	54%
School/Program Referrals	0%
EDD	8%
In-house Promotion/Transfer	62%
Other	23%

PROJECTIONS

GROWTH RATE - Faster than average
(6.7% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Marketing, Advertising, and Public Relations Managers

13 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Electronic components and accessories	8.5%
Computer and data processing services	7.4%
Computer and office equipment	6.3%
Other	77.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 43 hours per week.

Wages: Many employers offer a bonus or commission ranging from \$0.21 to \$3.45 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 163.117-018, 164.117-010
CA Occupational Guide # 276

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	8%
No	0%	92%

QUALIFICATIONS

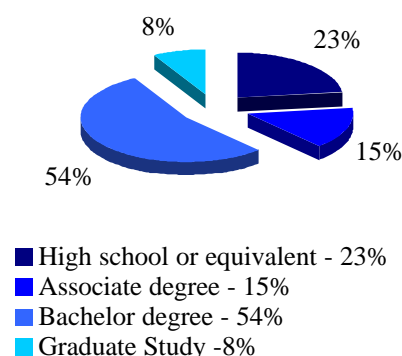
Technical: Ability to manage an activity or department. Ability to analyze and use market research data and reports. Ability to write effectively. Understanding of labor relations practices. Supervisory skills. Media advertising sales skills. Telephone sales techniques skills.

Personal: Ability to work independently. Ability to meet deadlines. Ability to maintain good customer relations. Ability to maintain good business relationships. Ability to manage unexpected situations or circumstances. Ability to manage multiple priorities. Willingness to work with close supervision. Willingness to work nights, weekends, holidays. Willingness to travel.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Office Managers

OES Code 169167998

DESCRIPTION

Office Managers coordinate activities of clerical personnel in organization: Analyzes and organizes office operations and procedures, such as typing, filing, preparation of payroll, requisition of supplies, and other clerical services. Evaluates office production, revises procedures, or devises new forms to improve efficiency of workflow. Establishes uniform correspondence procedures and style practices. Coordinates activities of various clerical departments or workers within department. Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness. May prepare organizational budget and monthly financial reports. May hire, train, and supervise clerical staff. May compile, store, and retrieve managerial data, using computer.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.05	\$14.97	\$14.07
New Hire, Experienced	\$8.00	\$16.18	\$13.75
Experienced, 3 Yrs w/firm	\$12.00	\$17.98	\$15.77

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	33%	0%	0%
Dental Insurance	47%	20%	7%	13%
Vision Insurance	27%	20%	0%	40%
Life Insurance	33%	7%	0%	47%
Sick Leave	80%	0%	0%	7%
Vacation	80%	0%	0%	7%
Retirement Plan	20%	20%	13%	33%
Child Care	0%	0%	0%	87%

SIZE OF OCCUPATION

RANGE - Very Large – More than 1156 workers

GENDER - Male 0%, Female 100%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	53%
Colleges/Universities	0%
Internet	33%
Trade Journals	0%
Private Employment Agencies	40%
Walk-in Applicants	13%
Newspaper Ads	93%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	47%
Other	0%

PROJECTIONS

GROWTH RATE - Faster than average
(6.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Office Managers

15 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Medical service and health insurance	6.5%
Elementary and secondary schools	6.3%
Accounting, auditing, and bookkeeping	5.5%
Other	81.7%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

Almost all employers offer work on a full time basis averaging 41 hours per week. Few employers offer work on a part time basis averaging 29 hours per week.

Wages: Some employers offer a bonus or profit sharing ranging from \$0.21 to \$3.45 per hour

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 169.167-034
OES Code # 510020, 130140

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	92%	7%
No	8%	93%

QUALIFICATIONS

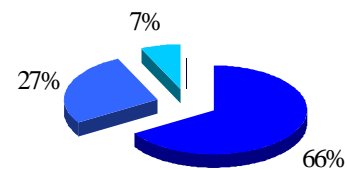
Technical: Ability to plan and organize the work of others. Ability to hire and assign personnel. Ability to use word processing software. Ability to write effectively. Ability to type at least 45 wpm. Ability to manage an activity or department. Proofreading skills. Report writing skills. Problem solving skills. Office management skills. Record keeping skills. Supervisory skills.

Personal: Ability to work independently. Ability to pay attention to detail. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- High school or equivalent - 66%
- Associate degree - 27%
- Bachelor degree - 7%

Optometric Assistant

OES Code 079364998

DESCRIPTION

Optometric Assistants maintain records, schedule appointments, perform bookkeeping, correspondence and filing, and obtain and record patient's preliminary case histories. They prepare patients for vision examination and assist with examination and work with patients in vision therapy. They may assist patients with frame selection.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$9.00	\$8.00
New Hire, Experienced	\$7.00	\$11.00	\$9.00
Experienced, 3 Yrs w/firm	\$10.00	\$13.00	\$10.25

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	6%	6%	6%	56%
Dental Insurance	0%	0%	6%	69%
Vision Insurance	31%	6%	0%	38%
Life Insurance	0%	6%	0%	69%
Sick Leave	50%	0%	0%	25%
Vacation	69%	0%	0%	6%
Retirement Plan	13%	0%	6%	56%
Child Care	0%	0%	0%	75%

SIZE OF OCCUPATION

RANGE - Small – Less than 267 workers

GENDER - Male 6%, Female 94%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	80%
Colleges/Universities	0%
Internet	13%
Trade Journals	7%
Union Hall Referrals	0%
Walk-in Applicants	27%
Newspaper Ads	87%
School/Program Referrals	7%
EDD	0%
In-house Promotion/Transfer	13%
Other	13%

PROJECTIONS

GROWTH RATE - Slower than average
(3.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Optometric Assistant

16 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Offices and clinics of optometrists 100%

OTHER INFORMATION

SHIFTS

Day.....100%
Swing..... 0%
Graveyard..... 0%

HOURS

Most employers offer work on a full time basis averaging 39 hours per week. Many employers offer work on a part time basis averaging 25 hours per week. Few employers offer work on a temporary basis averaging 8 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

Wages: Some employers offer a bonus or commission ranging from \$0.07 to \$2.08 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 079.364-014
CA Occupational Guide # 470

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	60%
No	60%	40%

QUALIFICATIONS

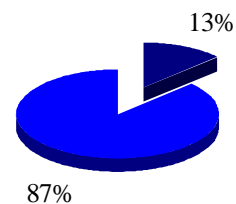
Technical: Ability to use a computer terminal. Ability to write legibly. Record keeping skills. Knowledge of billing procedures. Knowledge of bookkeeping procedures. Knowledge of ocular anatomy. Knowledge of optometric instruments.

Personal: Willingness to work with close supervision. Telephone answering skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 13%
- High school or equivalent - 87%

Personnel Managers

OES Code 166117999

DESCRIPTION

Personnel Managers plan and implement policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts employee orientations. Keeps record of insurance coverage, pension plan, and personnel transactions. Conducts or may supervise investigation of accidents and report preparation for insurance carrier, wage surveys, and budget preparation of personnel operations. Writes separation notices and conducts exit interview to determine reasons. Prepares reports and recommendations to reduce absenteeism and turnover. Represents company at personnel-related hearings and investigations. May contract out to provide employee services; supervise clerical workers; administer pre-employment tests; keep records of employee characteristics for reporting purposes; negotiate collective bargaining agreements; or meet with shop stewards/supervisors to resolve grievances.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.00	\$21.10	\$15.55
New Hire, Experienced	\$10.00	\$30.29	\$23.24
Experienced, 3 Yrs w/firm	\$12.00	\$36.97	\$26.29

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	56%	38%	0%	0%
Dental Insurance	56%	38%	0%	0%
Vision Insurance	56%	38%	0%	0%
Life Insurance	75%	13%	0%	6%
Sick Leave	88%	0%	0%	6%
Vacation	94%	0%	0%	0%
Retirement Plan	56%	25%	0%	13%
Child Care	0%	0%	6%	88%

SIZE OF OCCUPATION

RANGE - Small – Less than 267 workers

GENDER - Male 9%, Female 91%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	25%
Colleges/Universities	0%
Internet	50%
Trade Journals	6%
Private Employment Agencies	19%
Walk-in Applicants	13%
Newspaper Ads	75%
School/Program Referrals	6%
EDD	0%
In-house Promotion/Transfer	50%
Other	19%

PROJECTIONS

GROWTH RATE - Faster than average
(5.7% annually)

Personnel Managers

16 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Local government	10.3%
Computer and data processing services	6.8%
Misc. amusement & recreation services	6.4%
Other	76.5%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

Almost all employers offer work on a full time basis averaging 41 hours per week. Few employers offer work on a part time basis averaging 28 hours per week.

Wages: Few employers offer a bonus ranging from \$1.49 to \$9.59 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 166.117-018, 166.167-018,
166.167-022, 166.167-026,
166.167-034
CA Occupational Guide # 38, 135
OES Code # 130050, 215110

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	25%
No	0%	75%

QUALIFICATIONS

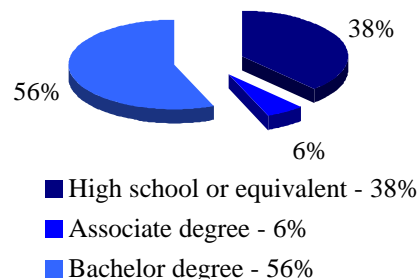
Technical: Ability to write effectively. Ability to manage an activity or department. Ability to explain and follow grievance procedures. Ability to write job specifications. Ability to plan and organize the work of others. Ability to hire and assign personnel. Ability to conduct performance appraisals. Knowledge of personnel classification procedures. Understanding of employee benefit programs. Understanding of labor relations practices. Understanding of the collective bargaining process. Office management skills. Negotiation skills. Personnel recruiting skills. Personnel interviewing skills. Business math skills.

Personal: Ability to work independently. Ability to work under pressure. Ability to motivate others. Willingness to travel. Willingness to work nights, weekends, and holidays. Leadership skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Police Patrol Officers

OES Code 630140

DESCRIPTION

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners, and giving evidence in court.

WAGES AND BENEFITS

WAGES

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$14.44	\$18.22	\$16.61
New Hire, Experienced	\$15.18	\$19.47	\$17.30
Experienced, 3 Yrs w/firm	\$16.74	\$22.83	\$19.55

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	100%	0%	0%	0%
Dental Insurance	100%	0%	0%	0%
Vision Insurance	100%	0%	0%	0%
Life Insurance	100%	0%	0%	0%
Sick Leave	100%	0%	0%	0%
Vacation	100%	0%	0%	0%
Retirement Plan	100%	0%	0%	0%
Child Care	0%	0%	13%	88%

SIZE OF OCCUPATION

RANGE - Small – Less than 267 workers

GENDER - Male 95%, Female 5%

SUPPLY AND DEMAND

Local government reports it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Local government reports it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	63%
Colleges/Universities	25%
Internet	63%
Trade Journals	25%
Union Hall Referrals	0%
Walk-in Applicants	13%
Newspaper Ads	75%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	13%
Other	25%

PROJECTIONS

GROWTH RATE - Slower than average
(2.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Police Patrol Officers

8 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Local government 100%

OTHER INFORMATION

SHIFTS

Day.....100%
Swing.....88%
Graveyard.....100%
Other.....25%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a temporary basis averaging 5 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 375.263-014
CA Occupational Guide # 457

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	16%	100%
No	84%	0%

QUALIFICATIONS

Technical: Ability to administer emergency first aid. Ability to understand foreign accents. Ability to write effectively. Verbal presentation skills. Analytical skills. Possession of a Firearms Qualifications Card.

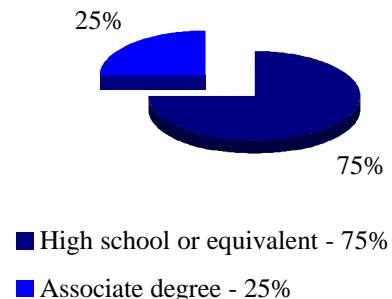
Physical: Ability to pass a pre-employment medical examination. Ability to pass a physical performance test.

Personal: Ability to work independently. Ability to pass psychological interview. Ability to read and comprehend information quickly. Understanding of a variety of cultures. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Registered Nurses

OES Code 325020

DESCRIPTION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors or Teachers.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$18.30*	\$23.00	\$20.50
New Hire, Experienced	\$14.00	\$26.00	\$20.00
Experienced, 3 Yrs w/firm	\$15.50	\$24.94	\$20.75

* Represents only one firm

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$16.30	\$22.23	\$18.69
Experienced, 3 Yrs w/firm	\$16.30	\$23.51	\$21.34

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	47%	0%	0%
Dental Insurance	60%	27%	0%	7%
Vision Insurance	53%	27%	0%	13%
Life Insurance	67%	20%	0%	7%
Sick Leave	93%	0%	0%	0%
Vacation	87%	0%	0%	7%
Retirement Plan	33%	13%	27%	20%
Child Care	0%	0%	7%	87%

SIZE OF OCCUPATION

RANGE - Very Large – More than 1156 workers

GENDER - Male 11%, Female 89%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	57%
Colleges/Universities	21%
Internet	36%
Trade Journals	7%
Union Hall Referrals	0%
Walk-in Applicants	57%
Newspaper Ads	100%
Private Employment Agencies	0%
School/Program Referrals	7%
In-house Promotion/Transfer	14%
Other	0%

PROJECTIONS

GROWTH RATE - Slower than average
(3.2% annually)

Registered Nurses

15 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Hospitals	60.2%
Nursing and personal care facilities	12.8%
Offices and clinics of medical doctors	9.4%
Other	17.6%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	53%
Graveyard.....	53%

HOURS

Almost all employers offer work on a full time basis averaging 39 hours per week. Most employers offer work on a part time basis averaging 25 hours per week. Many employers offer work on a temporary basis averaging 19 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 075.364-010
CA Occupational Guide # 29

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%*	13%
No	0%	87%

* Many employers prefer experience, but experience is "not required"

QUALIFICATIONS

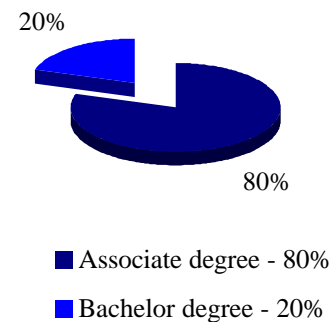
Technical: Ability to complete and explain insurance forms. Ability to plan and organize the work of others. Ability to provide personal services to patients. Ability to administer an electrocardiograph (EKG) test. Ability to apply transferring techniques moving patients. Ability to write effectively. Record keeping skills. Intensive care treatment skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: Licensure by Board of Registered Nursing

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Salespersons – Retail (except Vehicle Sales)

OES Code 490112

DESCRIPTION

Retail Salespersons (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include Cashiers.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$7.25	\$6.50
New Hire, Experienced	\$6.25	\$13.81	\$7.50
Experienced, 3 Yrs w/firm	\$7.00	\$20.71	\$9.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	12%	71%	0%	18%
Dental Insurance	12%	71%	0%	18%
Vision Insurance	12%	53%	0%	35%
Life Insurance	24%	29%	0%	47%
Sick Leave	53%	12%	0%	35%
Vacation	71%	18%	0%	12%
Retirement Plan	6%	53%	0%	41%
Child Care	0%	6%	0%	94%

SIZE OF OCCUPATION

RANGE - Very large – More than 1156 workers

GENDER - Male 29%, Female 71%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	71%
Colleges/Universities	0%
Internet	12%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	82%
Newspaper Ads	47%
School/Program Referrals	0%
EDD	12%
In-house Promotion/Transfer	29%
Other	12%

PROJECTIONS

GROWTH RATE - Faster than average
(5.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Salespersons – Retail (except Vehicle Sales)

17 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Department Stores	18.0%
Miscellaneous shopping goods stores	16.5%
Lumber and other building materials	7.5%
Retail Stores	6.1%
Other	51.9%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	35%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 39 hours per week. Most employers offer work on a part time basis averaging 24 hours per week. Few employers offer work on a temporary basis averaging 15 hours per week. Few employers offer work on a seasonal basis averaging 24 hours per week.

Wages: Few employers offer a bonus ranging from \$0.29 to \$0.96 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 290.477-014
CA Occupational Guide # 536

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	36%	10%
No	64%	90%

QUALIFICATIONS

Technical: Ability to write legibly. Ability to write effectively. Ability to use a computer terminal. Ability to make change. Ability to operate a standard cash register. Ability to operate a computerized cash register. Knowledge of sales techniques. Knowledge of inventory techniques.

Physical: Ability to stand continuously for prolonged periods. Ability to lift 50 lbs.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Good grooming skills. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



■ Less than high school - 53%
■ High school or equivalent - 47%

Sheriffs and Deputy Sheriffs

OES Code 630320

DESCRIPTION

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

WAGES AND BENEFITS

WAGES

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$11.55	\$14.91	\$13.23
New Hire, Experienced	\$11.36	\$20.01	\$16.48
Experienced, 3 Yrs w/firm	\$14.34	\$22.06	\$18.21

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	80%	20%	0%	0%
Dental Insurance	100%	0%	0%	0%
Vision Insurance	100%	0%	0%	0%
Life Insurance	80%	0%	0%	20%
Sick Leave	100%	0%	0%	0%
Vacation	100%	0%	0%	0%
Retirement Plan	80%	20%	0%	0%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Medium – 267 to 533 workers

GENDER - Male 89%, Female 11%

SUPPLY AND DEMAND

Local government reports it is not difficult to find qualified applicants who have prior experience. Applicants encounter a very competitive job market.

Local government reports it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	20%
Colleges/Universities	0%
Internet	60%
Trade Journals	20%
Union Hall Referrals	0%
Walk-in Applicants	0%
Newspaper Ads	80%
School/Program Referrals	40%
EDD	0%
In-house Promotion/Transfer	40%
Other	20%

PROJECTIONS

GROWTH RATE - Slower than average
(3.8% annually)

Sheriffs and Deputy Sheriffs

5 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Local government 100%

OTHER INFORMATION

SHIFTS

Day.....100%
Swing.....80%
Graveyard.....60%
Other.....20%

HOURS

All employers offer work on a full time basis averaging 42 hours per week. Many employers offer work on a part time basis averaging 12 hours per week. Some employers offer work on a temporary basis averaging 20 hours per week. Some employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 377.263-010
CA Occupational Guide # 457

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	60%	67%
No	40%	33%

QUALIFICATIONS

Technical: Ability to administer emergency first aid. Ability to understand foreign accents. Ability to write effectively. Verbal presentation skills. Analytical skills. Possession of a Firearms Qualifications Card.

Physical: Ability to work outdoors in all weather conditions. Ability to pass a pre-employment medical examination. Ability to pass a physical performance test. Good vision. Emotional stability.

Personal: Ability to work independently. Ability to read and comprehend information quickly. Ability to pass psychological interview. Understanding of a variety of cultures. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



100%

■ High school or equivalent - 100%

State-Highway Police Officers

OES Code 375263018

DESCRIPTION

State-Highway Police Officers patrol State highways within assigned area in vehicle equipped with two-way radio to enforce motor vehicle and criminal laws. Arrests or warns persons guilty of violating motor vehicle regulations and safe driving practices. Monitors passing traffic to detect stolen vehicles and arrests drivers where ownership is not apparent. Provides road information and assistance to motorists. Directs activities in accident or disaster area; rendering first aid and restoring traffic to normal. Investigates conditions and causes of accident. Directs traffic in congested areas and serves as escort for funeral processions, military convoys, and parades. Performs general police work by keeping order and apprehending criminals. Appears in court as witness in traffic violations and criminal cases. Keeps records and makes reports regarding activities. May assist law enforcement officers not under state jurisdiction.

WAGES AND BENEFITS

WAGES

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$17.34	\$17.34	\$17.34
New Hire, Experienced	\$21.24	\$21.24	\$21.24
Experienced, 3 Yrs w/firm	\$24.59	\$24.59	\$24.59

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	100%	0%	0%	0%
Dental Insurance	100%	0%	0%	0%
Vision Insurance	100%	0%	0%	0%
Life Insurance	100%	0%	0%	0%
Sick Leave	100%	0%	0%	0%
Vacation	100%	0%	0%	0%
Retirement Plan	100%	0%	0%	0%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Small – Less than 267 workers

GENDER - Male 90%, Female 10%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

The State reports it is not difficult to find qualified applicants who have prior experience. Applicants encounter a very competitive job market.

The State reports it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	0%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	0%
Newspaper Ads	100%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	0%
Other	100%

PROJECTIONS

GROWTH RATE - Slower than average
(3.8% annually)

State-Highway Police Officers

1 Firm Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

State government 100%

OTHER INFORMATION

SHIFTS

Day.....100%
Swing.....100%
Graveyard.....100%

HOURS

All employers offer work on a full time basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 375.263-018
CA Occupational Guide # 457

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	0%	100%
No	100%	0%

QUALIFICATIONS

Technical: Ability to administer emergency first aid. Ability to understand foreign accents. Ability to write effectively. Verbal presentation skills. Analytical skills. Possession of a Firearms Qualifications Card.

Physical: Ability to work outdoors in all weather conditions. Ability to pass a pre-employment medical examination. Ability to pass a physical performance test. Good vision. Emotional stability.

Personal: Ability to work independently. Ability to read and comprehend information quickly. Ability to pass psychological interview. Understanding of a variety of cultures. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



100%

■ High school or equivalent - 100%

Systems Analysts – Electronic Data Processing

OES Code 251020

DESCRIPTION

Systems Analysts-Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$16.78*	22.70	\$17.05
New Hire, Experienced	\$11.00	\$28.77	\$19.62
Experienced, 3 Yrs w/firm	\$15.34	\$35.96	\$25.03

*Represents only one firm

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	69%	25%	0%	6%
Dental Insurance	50%	25%	0%	25%
Vision Insurance	44%	19%	0%	38%
Life Insurance	44%	13%	6%	38%
Sick Leave	94%	0%	0%	6%
Vacation	94%	0%	0%	6%
Retirement Plan	44%	25%	0%	31%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Large – 534 to 1156 workers

GENDER - Male 77%, Female 23%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	75%
Colleges/Universities	0%
Internet	56%
Trade Journals	6%
Union Hall Referrals	0%
Walk-in Applicants	0%
Newspaper Ads	50%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	50%
Other	13%

PROJECTIONS

GROWTH RATE - Much faster than average (20.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Systems Analysts – Electronic Data Processing

16 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Computer and data processing service	32.7%
Electronic components and accessories	18.9%
Computer and office equipment	9.7%
Management and public relations	8.7%
State Government	5.2%
Other	24.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 43 hours per week. Few employers offer work on a part time basis averaging 20 hours per week. Few employers offer work on a temporary basis averaging 10 hours per week.

Wages: Few employers offer a bonus or car allowance ranging from \$0.86 to \$3.16 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 012.167-066
CA Occupational Guide # 541

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	93%	33%
No	7%	67%

QUALIFICATIONS

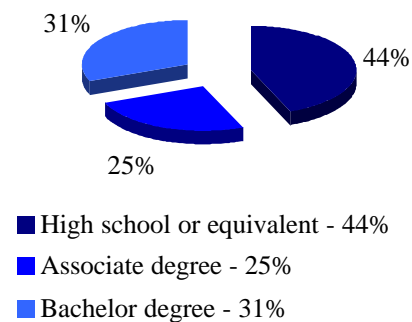
Technical: Ability to prepare flow charts. Ability to use COBOL. Ability to use C programming language. Ability to use database, business applications, scientific applications and engineering applications software. Ability to set-up and maintain multi-user systems. Ability to write effectively. Knowledge of algebra. Knowledge of mainframe and minicomputer hardware and operating systems. Knowledge of UNIX. Understanding of wide and local area networks.

Personal: Ability to work independently. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Teachers, Preschool

OES Code 313030

DESCRIPTION

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school, in preschool, day care center, or other child development facility. May be required to hold State certification.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$8.00	\$7.25
New Hire, Experienced	\$7.00	\$9.50	\$7.75
Experienced, 3 Yrs w/firm	\$8.50	\$10.65	\$9.25

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	19%	19%	0%	50%
Dental Insurance	19%	6%	0%	63%
Vision Insurance	0%	6%	13%	69%
Life Insurance	6%	6%	0%	75%
Sick Leave	69%	0%	0%	19%
Vacation	69%	0%	0%	19%
Retirement Plan	25%	6%	13%	44%
Child Care	44%	25%	0%	19%

SIZE OF OCCUPATION

RANGE - Large – 534 to 1156 workers

GENDER - Male 1%, Female 99%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	44%
Colleges/Universities	19%
Internet	13%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	63%
Newspaper Ads	75%
School/Program Referrals	31%
EDD	0%
In-house Promotion/Transfer	44%
Other	0%

PROJECTIONS

GROWTH RATE - Slower than average
(3.8% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Teachers, Preschool

16 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Childcare services	84.0%
Other	16.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	6%
Graveyard.....	6%

HOURS

Almost all employers offer work on a full time basis averaging 38 hours per week. Almost all employers offer work on a part time basis averaging 24 hours per week. Some employers offer work on a temporary basis averaging 15 hours per week. Few employers offer work on a seasonal basis averaging 5 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 092.227-018
CA Occupational Guide # 275

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	86%	73%
No	14%	27%

QUALIFICATIONS

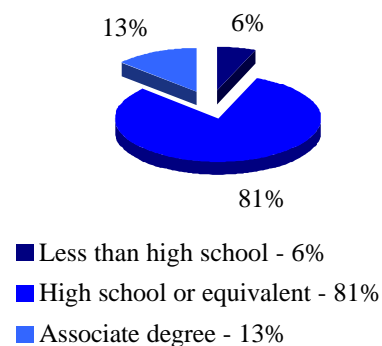
Technical: Ability to operate audiovisual equipment. Ability to administer emergency first aid. Ability to apply principles of recreation. Ability to write effectively. Oral reading skills. Artistic skills. Musical skills. Supervisory skills. Classroom management skills. Record keeping skills. Problem solving skills.

Personal: Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Willingness to work with close supervision. Possession of a clean police record.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Teachers - Elementary School

OES Code 313050

DESCRIPTION

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include Special Education Teachers who teach only students with disabilities.

WAGES AND BENEFITS

WAGES

Union	Low	High	Median
New Hire, No Experience	\$15.34	\$20.27	\$17.16
New Hire, Experienced	\$16.45	\$22.21	\$19.69
Experienced, 3 Yrs w/firm	\$17.02	\$27.95	\$21.76

BENEFITS – Full-time Employment

	Employer Pays All	Share Cost	Employee Pays All	Not Provided
Medical Insurance	56%	44%	0%	0%
Dental Insurance	69%	31%	0%	0%
Vision Insurance	69%	31%	0%	0%
Life Insurance	38%	13%	13%	38%
Sick Leave	100%	0%	0%	0%
Vacation	6%	0%	0%	94%
Retirement Plan	31%	56%	13%	0%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Very large – More than 1156 workers

GENDER - Male 19%, Female 81%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	19%
Colleges/Universities	75%
Internet	56%
Trade Journals	19%
Union Hall Referrals	0%
Walk-in Applicants	19%
Newspaper Ads	81%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	0%
Other	19%

PROJECTIONS

GROWTH RATE - Slower than average
(1.7% annually)

Teachers – Elementary School

16 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Elementary and secondary schools	98.8%
Other	1.2%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 36 hours per week. Almost all employers offer work on a part time basis averaging 18 hours per week. Few employers offer work on a temporary basis averaging 22 hours per week.

Wages: Few employers offer an educational stipend ranging from \$0.27 to \$0.47 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 092.227-010
CA Occupational Guide # 10

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	30%	22%
No	70%	78%

QUALIFICATIONS

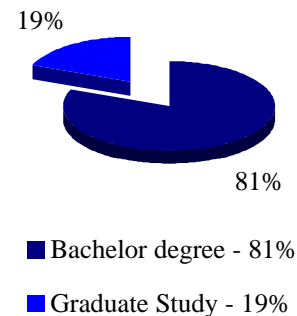
Technical: Ability to administer emergency first aid. Ability to write effectively. Knowledge of algebra. Audiovisual teaching skills. Artistic skills. Musical skills. Supervisory skills. Classroom management skills. Record keeping skills. Problem solving skills. Possession of a State Teachers' Certificate.

Personal: Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Willingness to work with close supervision. Possession of a clean police record.

Legally Mandated Requirements: Requires licensure as a Multiple Subject Teacher

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Teachers – Secondary School

OES Code 313080

DESCRIPTION

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, Mathematics, or Social Studies. Vocational high school teachers included. Does not include Special Education Teachers who teach only students with disabilities.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.55	\$24.00	\$17.74
New Hire, Experienced	\$11.51	\$29.00	\$19.18
Experienced, 3 Yrs w/firm	\$12.47	\$32.00	\$19.18

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$16.30	\$19.76	\$17.90
New Hire, Experienced	\$15.99	\$24.66	\$19.18
Experienced, 3 Yrs w/firm	\$16.27	\$23.26	\$21.37

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	67%	33%	0%	0%
Dental Insurance	75%	25%	0%	0%
Vision Insurance	75%	17%	0%	8%
Life Insurance	50%	17%	0%	33%
Sick Leave	92%	0%	0%	8%
Vacation	42%	0%	0%	58%
Retirement Plan	25%	67%	8%	0%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Very Large – More than 1156 workers

GENDER - Male 49%, Female 51%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	42%
Colleges/Universities	75%
Internet	67%
Trade Journals	17%
Union Hall Referrals	0%
Walk-in Applicants	17%
Newspaper Ads	50%
Private Employment Agencies	0%
School/Program Referrals	0%
In-house Promotion/Transfer	17%
Other	17%

PROJECTIONS

GROWTH RATE - Slower than average
(2.8% annually)

Teachers – Secondary School

12 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Elementary and secondary schools 100%

OTHER INFORMATION

SHIFTS

Day.....100%
Swing.....17%
Graveyard.....0%

HOURS

All employers offer work on a full time basis averaging 37 hours per week. Almost all employers offer work on a part time basis averaging 17 hours per week.

Wages: Some employers offer an educational stipend or bonus ranging from \$0.24 to \$0.59 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 091.227-010
CA Occupational Guide # 57

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	50%	56%
No	50%	44%

QUALIFICATIONS

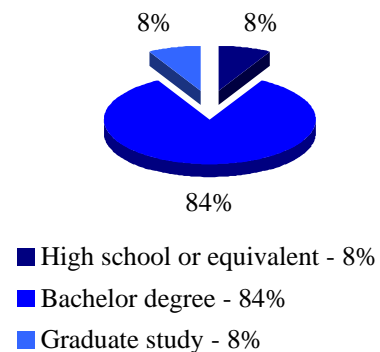
Technical: Ability to administer emergency first aid. Ability to perform advanced mathematical computations. Ability to write effectively. Audiovisual teaching skills. Supervisory skills. Classroom management skills. Record keeping skills. Problem solving skills. Possession of a State Teachers' Certificate.

Personal: Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Willingness to work with close supervision. Public contact skills. Possession of a clean police record.

Legally Mandated Requirements: Requires licensure as a Single Subject Teacher.

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Traffic, Shipping and Receiving Clerks

OES Code 580280

DESCRIPTION

Traffic, Shipping and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks whose primary duties involve weighing and checking.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$12.00	\$8.00
New Hire, Experienced	\$7.00	\$10.00	\$9.00
Experienced, 3 Yrs w/firm	\$7.50	\$17.00	\$11.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	53%	0%	7%
Dental Insurance	40%	33%	7%	20%
Vision Insurance	27%	27%	0%	47%
Life Insurance	40%	0%	0%	60%
Sick Leave	67%	7%	0%	27%
Vacation	80%	7%	0%	13%
Retirement Plan	33%	33%	0%	33%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Large – 534 to 1156 workers

GENDER - Male 59%, Female 41%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	53%
Colleges/Universities	7%
Internet	13%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	53%
Newspaper Ads	73%
School/Program Referrals	7%
EDD	27%
In-house Promotion/Transfer	40%
Private Employment Agencies	20%

PROJECTIONS

GROWTH RATE - Faster than average
(5.3% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Traffic, Shipping and Receiving Clerks

15 Firms Responding

Surveyed Summer 2001

WHERE THE JOBS ARE

Federal government	9.7%
Personnel supply services	8.4%
Department stores	8.4%
Other	73.5%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	13%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 23 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

Wages: Some employers offer a bonus ranging from \$0.09 to \$0.96 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 222.387-050
CA Occupational Guide # 63

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	55%	64%
No	45%	36%

QUALIFICATIONS

Technical: Ability to operate forklift. Ability to plan and organize the work of others. Ability to use the US and private parcel post service. Ability to write effectively. Ability to type at least 30 wpm. Understanding of inventory techniques. Record keeping skills. Possession of a valid driver's license.

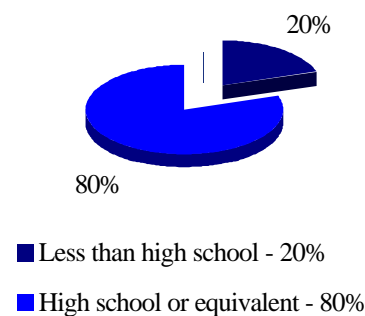
Physical: Ability to stand continuously for 2 or more hours. Ability to lift at least 60 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



2000

OCCUPATIONAL SUMMARIES

2000 Occupational Summaries

Animal Health Technicians

Automotive Body and Related Repairers

Automotive Mechanics

Computer Aided Design Technicians

Computer Graphics Specialists

Computer Programmers, Including Aides

Cooks – Specialty Fast Food

Customer Service Representatives

Human Service Workers

Instructional Aides

Loan and Credit Clerks

Managers - Retail Store

Network Control Technicians

Nurse Practitioners

Pharmacy Technicians

Physicians' Assistants

Receptionists and Information Clerks

Teachers – Special Education

Truck Drivers, Light – Including Delivery and Route Workers

Waiters and Waitresses

Animal Health Technicians

OES Code 079361999

DESCRIPTION

Animal Health Technicians assist veterinary staff to diagnose and treat animals for injury and illness, applying knowledge of veterinary medical assisting procedures and techniques and following directions of veterinary staff.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$10.00	\$8.00
New Hire, Experienced	\$6.50	\$11.00	\$9.00
Experienced, 3 Yrs w/firm	\$9.00	\$13.15	\$11.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	43%	33%	0%	5%
Dental Insurance	19%	14%	5%	43%
Vision Insurance	0%	19%	5%	57%
Life Insurance	5%	5%	5%	67%
Sick Leave	67%	0%	0%	14%
Vacation	81%	0%	0%	0%
Retirement Plan	19%	19%	10%	33%
Child Care	0%	0%	5%	76%

SIZE OF OCCUPATION

RANGE - Small – Less than 238 workers

GENDER - Male 6%, Female 94%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	57%
Colleges/Universities	14%
Internet	0%
Trade Journals	0%
Walk-in Applicants	52%
Newspaper Ads	57%
Private Employment Agencies	0%
School/Program Referrals	62%
EDD	0%
In-house Promotion/Transfer	33%
Other	5%

PROJECTIONS

GROWTH RATE - Slower than average
(3.3% annually)

Animal Health Technicians

21 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Veterinary Services Specialties 100.0%

OTHER INFORMATION

SHIFTS

Day.....100%
Swing.....10%
Graveyard..... 5%
Other..... 5%

HOURS

Almost all employers offer work on a full time basis averaging 39 hours per week. Most employers offer work on a part time basis averaging 25 hours per week. Few employers offer work on a temporary basis averaging 10 hours per week. Few employers offer work on a seasonal basis averaging 25 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Few employers offer a bonus ranging from \$.13 to \$5.75 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 079.361-014
CA Occupational Guide # 402
OES Code # 329510, 798060

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	88%	70%
No	12%	30%

QUALIFICATIONS

Technical: Ability to write legibly, write effectively, perform basic mathematical computations, read and follow instructions, use a computer, take vital signs, administer emergency first aid and give injections. Should possess skills in oral communication, telephone answering and record keeping. Knowledge of inventory techniques, medical terminology, blood withdrawal, sterilization techniques, laboratory procedures, x-ray equipment and orthopedic care Possession of Animal Health Care Certificate.

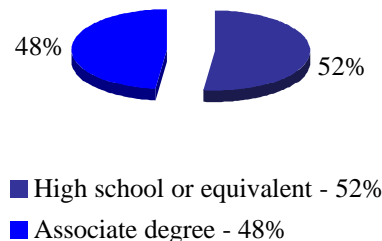
Physical: Ability to lift at least 50 lbs.

Personal: Ability to work independently ,work under pressure, and handle crisis situations. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Automotive Body and Related Repairers

OES Code 853050

DESCRIPTION

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$7.25
New Hire, Experienced	\$8.00	\$22.00	\$16.00
Experienced, 3 Yrs w/firm	\$9.59	\$25.00	\$19.75

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	24%	41%	0%	35%
Dental Insurance	18%	12%	0%	71%
Vision Insurance	6%	6%	0%	88%
Life Insurance	6%	6%	12%	76%
Sick Leave	24%	0%	0%	76%
Vacation	71%	6%	0%	24%
Retirement Plan	12%	12%	6%	71%
Child Care	0%	0%	6%	94%

SIZE OF OCCUPATION

RANGE - Medium – 238 to 475 workers

GENDER - Male 96%, Female 4%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	82%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	76%
Newspaper Ads	76%
School/Program Referrals	6%
EDD	0%
In-house Promotion/Transfer	0%
Other	24%

PROJECTIONS

GROWTH RATE - Average
(3.6% annually)

Automotive Body and Related Repairers

17 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Top and body repair and paint shops	58.1%
General automotive repair shops	6.0%
Other	35.9%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	12%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 43 hours per week. Few employers offer work on a temporary basis averaging 10 hours per week. Few employers offer work on a seasonal basis averaging 25 hours per week.

Wages: Few employers offer a bonus or commission ranging from \$2.56 to \$9.59 per hour.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%, **Many** = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 807.381-010
CA Occupational Guide # 68

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	92%	62%
No	8%	38%

QUALIFICATIONS

Technical: Ability to install vehicle glass. Ability to operate power hand tools .Ability to apply various painting techniques and skills Skill in working with fiberglass. Masking skills. Welding skills.

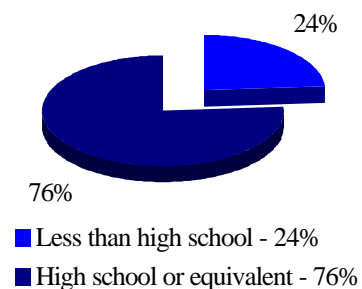
Physical: Ability to lift at least 70 lbs. repeatedly. Ability to tolerate dust and paint fumes Possession of good color perception.

Personal: Ability to provide own hand tools. Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Automotive Mechanics

OES Code 853020

DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$9.00	\$8.00
New Hire, Experienced	\$7.19	\$18.00	\$13.33
Experienced, 3 Yrs w/firm	\$10.79	\$25.00	\$18.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	35%	0%	18%
Dental Insurance	12%	18%	12%	59%
Vision Insurance	6%	0%	6%	88%
Life Insurance	12%	0%	18%	71%
Sick Leave	29%	0%	0%	71%
Vacation	76%	0%	0%	24%
Retirement Plan	6%	24%	18%	53%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Very Large – More than 1030 workers

GENDER - Male 95%, Female 5%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	71%
Colleges/Universities	0%
Internet	0%
Trade Journals	6%
Union Hall Referrals	0%
Walk-in Applicants	76%
Newspaper Ads	76%
School/Program Referrals	0%
EDD	6%
In-house Promotion/Transfer	18%
Other	0%

PROJECTIONS

GROWTH RATE – Slower than average
(3.0% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Automotive Mechanics

17 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

New and used car dealers	37.4%
General automotive repair shops	18.9%
Gasoline service stations	11.0%
Auto and home supply stores	8.4%
Other	24.3%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	6%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 42 hours per week. Few employers offer work on a part time basis averaging 19 hours per week.

Wages: Few employers offer a bonus ranging from \$.58 to \$1.48 per hour. A few employers offer wages paid by commission only.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%, **Many** = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 620.261-010
CA Occupational Guide # 24

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	18%
No	0%	82%

QUALIFICATIONS

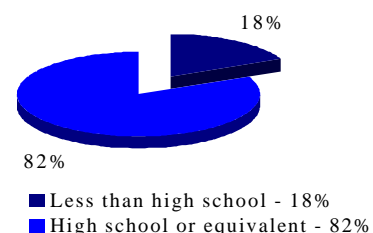
Technical: Ability to operate electronic automotive diagnostic equipment. Ability to repair brakes, vehicle heaters, emission controls, air fuel injection systems, vehicle air conditioners, and carburetors. Ability to implement safe work practices. Ability to tune up engines. Arc and gas welding skills. Front end alignment skills. Certified as a Smog Control Mechanic. Certified in Auto Service Excellence (ASE). Certified in auto air conditioning maintenance and repair Possession of a Brake Check Certificate .Possession of a valid driver's license.

Personal: Ability to work independently. Willingness to work with close supervision Public contact skills .Possession of a good DMV driving record.

Legally Mandated Requirements: Not required, except for individuals who want to be licensed as smog check technicians or brake/lamp adjusters.

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Computer Aided Design Technician

OES Code 003362999

DESCRIPTION

Computer Aided Design Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.00	\$10.00	\$10.00
New Hire, Experienced	\$12.00	\$16.78	\$14.03
Experienced, 3 Yrs w/firm	\$15.00	\$21.58	\$17.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$13.73	\$13.73	\$13.73
New Hire, Experienced	\$15.17	\$15.82	\$15.34
Experienced, 3 Yrs w/firm	\$17.56	\$19.23	\$19.18

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	73%	20%	0%	7%
Dental Insurance	47%	7%	0%	47%
Vision Insurance	27%	7%	0%	67%
Life Insurance	73%	0%	0%	27%
Sick Leave	80%	0%	0%	20%
Vacation	93%	0%	0%	7%
Retirement Plan	40%	40%	7%	13%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Medium – 238 - 475 workers

GENDER - Male 79%, Female 21%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	53%
Colleges/Universities	20%
Internet	20%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	33%
Newspaper Ads	80%
Private Employment Agencies	7%
School/Program Referrals	0%
In-house Promotion/Transfer	13%
Other	20%

PROJECTIONS

GROWTH RATE - Faster than average
(4.9% annually)

Computer Aided Design Technician

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Engineering services	27.7%
Architectural services	11.3%
Computer terminals	8.2%
Employment Agencies	6.8%
Radio & TV Communications equipment	6.5%
Other	39.5%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 30 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Few employers offer a bonus ranging from \$.48 to \$.96 per hour.

OTHER RELATED INFORMATION SOURCES

CA Occupational Guide # 338
OES Code #225140

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	87%
No	0%	13%

QUALIFICATIONS

Technical: Ability to draw and work from sketched plan, read blueprints, read working drawings, work from engineering sketches, interpret data, use geometric dimensioning and tolerancing techniques, and visualize 3-D objects from 2-D drawings. Should possess skills in drafting, mechanical drawing, and computer integrated manufacturing (CIM). Knowledge of software applications and trigonometry. Understanding of construction terms.

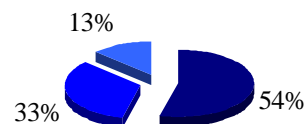
Physical: Ability to concentrate for long periods of time. Possess good vision.

Personal: Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- High school or equivalent - 54%
- Associate degree - 33%
- Bachelor degree - 13%

Computer Graphics Specialists

OES Code 030064997

DESCRIPTION

Computer Graphics Specialists create computer graphic designs and artwork to illustrate subject consumption of materials, products or services, and to influence others in their opinions of individuals, organizations, products or services. Graphics and artwork are created with computer modeling and graphics software. They may edit, add color, texture, and motion to graphics with a computer.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$7.00	\$7.00
New Hire, Experienced	\$6.50	\$15.34	\$10.00
Experienced, 3 Yrs w/firm	\$8.00	\$17.00	\$12.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	44%	38%	0%	6%
Dental Insurance	19%	25%	0%	44%
Vision Insurance	6%	25%	0%	56%
Life Insurance	13%	13%	6%	56%
Sick Leave	50%	6%	6%	25%
Vacation	63%	6%	6%	13%
Retirement Plan	13%	19%	6%	50%
Child Care	0%	0%	6%	81%

SIZE OF OCCUPATION

RANGE - Small – Less than 238 workers

GENDER - Male 38%, Female 62%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	44%
Colleges/Universities	13%
Internet	31%
Trade Journals	0%
Walk-in Applicants	31%
Newspaper Ads	88%
Private Employment Agencies	13%
School/Program Referrals	13%
EDD	0%
In-house Promotion/Transfer	13%
Other	13%

PROJECTIONS

GROWTH RATE - Much faster than average (6.1% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Computer Graphics Specialists

16 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Newspapers	37.3%
Periodicals	9.8%
Commercial art and graphic design	9.8%
Commercial printing, lithographic	8.8%
Miscellaneous publishing	6.9%
Other	27.4%

OTHER INFORMATION

SHIFTS

Day.....	94%
Swing.....	19%
Graveyard.....	6%
Other.....	6%

HOURS

Almost all employers offer work on a full time basis averaging 41 hours per week. Some employers offer work on a part time basis averaging 30 hours per week. Few employers offer work on a temporary basis averaging 13 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Some employers offer bonuses or commissions ranging from \$.23 to \$2.50 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 979.382-026

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	44%
No	0%	56%

QUALIFICATIONS

Technical: Ability to submit portfolio of work. Ability to create cartoons. Ability to interview others for information. Ability to use graphics software. Ability to use desktop publishing software. Ability to write effectively Graphic arts skills. Freehand drawing skills Layout and detail skills. Lithographic camera work skills. Computer aided design (CAD) skills.

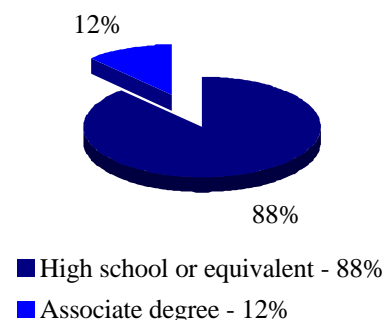
Physical: Manual dexterity .Possession of good color perception.

Personal: Ability to work independently. Ability to work under pressure. Ability to meet deadlines. Willingness to work with close supervision. Imagination and creativity.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Computer Programmers, Including Aides

OES Code 251051

DESCRIPTION

Computer Programmers, including aides, convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$14.62	\$23.97	\$18.12
New Hire, Experienced	\$16.92	\$31.16	\$23.97
Experienced, 3 Yrs w/firm	\$17.05	\$41.42	\$28.77

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	53%	0%	7%
Dental Insurance	40%	47%	0%	13%
Vision Insurance	27%	33%	0%	40%
Life Insurance	33%	27%	7%	33%
Sick Leave	73%	13%	0%	13%
Vacation	87%	13%	0%	0%
Retirement Plan	27%	47%	20%	7%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Medium – 238 to 475 workers

GENDER - Male 86%, Female 14%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	67%
Colleges/Universities	20%
Internet	33%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	20%
Private Employment Agencies	13%
Newspaper Ads	53%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	53%

PROJECTIONS

GROWTH RATE - Much faster than average (10.2% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Computer Programmers, Including Aides

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Computer programming services	33.0%
Local government	33.0%
Computer integrated system design	9.6%
Federal government	7.4%
Other	17.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard	0%

HOURS

All employers offer work on a full time basis averaging 42 hours per week. Few employers offer work on a temporary basis averaging 5 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Some employers offer a bonus ranging from \$.85 to \$6.11 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 030.162-010
CA Occupational Guide # 81

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	92%	36%
No	8%	64%

QUALIFICATIONS

Technical: Ability to write documentation of computer procedures. Ability to write, edit, and debug computer programs for business. Ability to use COBOL, FORTRAN and fourth generation computer languages. Ability to write effectively. Knowledge of mainframe and minicomputer hardware and operating systems. Scientific, engineering and statistical programming skills. Problem solving skills.

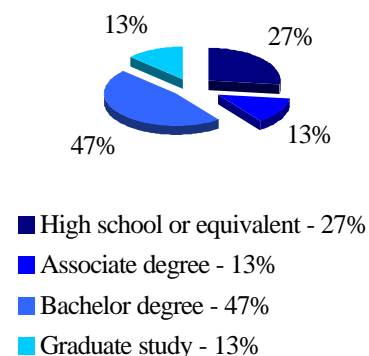
Physical: Ability to perform precision work.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Cooks – Specialty Fast Food

OES Code 650320

DESCRIPTION

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$7.00	\$6.00
New Hire, Experienced	\$5.75	\$8.00	\$6.00
Experienced, 3 Yrs w/firm	\$6.00	\$12.00	\$8.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	5%	21%	5%	58%
Dental Insurance	0%	21%	0%	68%
Vision Insurance	0%	21%	0%	68%
Life Insurance	0%	11%	0%	79%
Sick Leave	21%	0%	0%	68%
Vacation	37%	0%	0%	53%
Retirement Plan	5%	5%	5%	74%
Child Care	0%	0%	0%	89%

SIZE OF OCCUPATION

RANGE - Very Large – More than 1030 workers

GENDER - Male 61%, Female 39%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	74%
Colleges/Universities	0%
Internet	5%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	79%
Newspaper Ads	63%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	26%
Other	11%

PROJECTIONS

GROWTH RATE - Slower than average
(2.6% annually)

Cooks – Specialty Fast Food

19 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Eating places	95.2%
Other	4.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	68%
Graveyard	16%

HOURS

Almost all employers offer work on a full time basis averaging 38 hours per week. Most employers offer work on a part time basis averaging 22 hours per week. Few employers offer work on a seasonal basis averaging 33 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Some employers offer tips and bonuses ranging from \$.05 to \$1.00 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 313.374-010
CA Occupational Guide # 366

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	18%	40%
No	82%	60%

QUALIFICATIONS

Technical: Ability to operate a cash register.

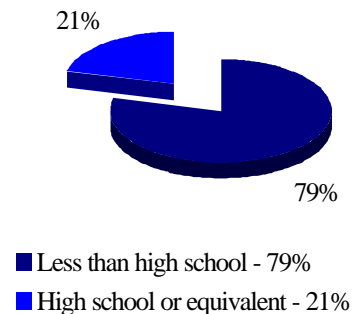
Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 30 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision .Public contact skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Customer Service Representatives

OES Code 553350998

DESCRIPTION

Customer Service Representatives talk with customers to find solutions to customers' problems. They may work at a professional or clerical level. Representatives at clerical levels deal with complaints about products or billing or receive orders for products or services. Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions, investigate, and correct errors. They may train customers in the use of the product or interpret customer needs to technical staff.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$10.00	\$7.85
New Hire, Experienced	\$5.75	\$11.99	\$8.75
Experienced, 3 Yrs w/firm	\$7.40	\$13.82	\$11.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	44%	50%	0%	0%
Dental Insurance	44%	50%	0%	0%
Vision Insurance	44%	25%	0%	25%
Life Insurance	31%	50%	0%	13%
Sick Leave	69%	19%	0%	6%
Vacation	75%	19%	0%	0%
Retirement Plan	31%	50%	0%	13%
Child Care	0%	0%	0%	94%

SIZE OF OCCUPATION

RANGE - Medium – 238 - 475 workers

GENDER - Male 10%, Female 90%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	69%
Colleges/Universities	0%
Internet	6%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	25%
Newspaper Ads	81%
Private Employment Agencies	25%
School/Program Referrals	6%
EDD	13%
In-house Promotion/Transfer	38%

PROJECTIONS

GROWTH RATE - Faster than average
(5.2% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Customer Service Representatives

16 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Telephone communications, exc radio	59.7%
Cable and other pay TV services	18.5%
Gas and other services including utilities	21.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	19%
Graveyard	6%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 25 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Some employers offer a bonus ranging from \$.06 to \$1.23 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code #239.362-014, 241.367-014
OES Code #531230, 553350

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	62%
No	0%	38%

QUALIFICATIONS

Technical: Ability to operate 10-key adding machine by touch. Ability to use a calculator. Ability to write effectively. Ability to learn customer's needs. Ability to understand the company's products or services. Record keeping skills. Telephone sales skills.

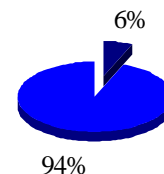
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to work independently. Ability to work under pressure. Ability to perform routine, repetitive work. Willingness to work with close supervision .Public contact skills Diplomacy skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 6%
- High school or equivalent - 94%

Human Service Workers

OES Code 273080

DESCRIPTION

Human Service Workers assist Social Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.45*	\$12.69	\$11.27
New Hire, Experienced	\$7.00	\$16.50	\$11.97
Experienced, 3 Yrs w/firm	\$8.00	\$16.00	\$13.06

*Represents only one firm.

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$10.75	\$13.26	\$11.00
Experienced, 3 Yrs w/firm	\$12.45	\$15.35	\$14.26

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	38%	38%	0%	15%
Dental Insurance	38%	23%	0%	31%
Vision Insurance	31%	23%	0%	38%
Life Insurance	38%	8%	0%	46%
Sick Leave	69%	0%	0%	23%
Vacation	77%	0%	0%	15%
Retirement Plan	46%	8%	15%	23%
Child Care	0%	0%	0%	92%

SIZE OF OCCUPATION

RANGE - Small – Less than 238 workers

GENDER - Male 23%, Female 77%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	64%
Colleges/Universities	14%
Internet	7%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	43%
Newspaper Ads	86%
Private Employment Agencies	7%
School/Program Referrals	0%
In-house Promotion/Transfer	36%
Other	14%

PROJECTIONS

GROWTH RATE - Faster than average
(4.5% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Human Service Workers

14 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Individual and family services	57.1%
Local government	21.4%
Job training and vocational rehab services	14.2%
Social services	7.3%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	21%
Graveyard	14%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 20 hours per week. Some employers offer work on a temporary basis averaging 20 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 195.367-034
CA Occupational Guide #564

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	77%	83%
No	23%	17%

QUALIFICATIONS

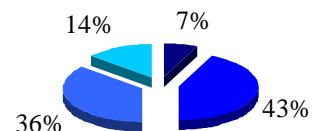
Technical: Ability to treat substance abuse. Ability to interview others for information Knowledge of geriatrics. Knowledge of veterans services. Knowledge of protective services for children and adults. Record keeping skills .Food buying and menu planning skills Possession of a valid driver's license.

Personal: Ability to work independently. Willingness to work with close supervision. Understanding of a variety of cultures.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 7%
- High school or equivalent - 43%
- Associate degree - 36%
- Bachelor degree - 14%

Instructional Aides

OES Code 315211

DESCRIPTION

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.49	\$9.62	\$8.10
New Hire, Experienced	\$6.89	\$10.26	\$8.42
Experienced, 3 Yrs w/firm	\$7.89	\$12.28	\$9.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.34	\$9.64	\$7.95
New Hire, Experienced	\$6.64	\$9.85	\$8.53
Experienced, 3 Yrs w/firm	\$8.53	\$11.44	\$10.30

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	16%	21%	0%	0%
Dental Insurance	21%	11%	5%	0%
Vision Insurance	11%	16%	5%	5%
Life Insurance	5%	16%	0%	16%
Sick Leave	26%	5%	0%	5%
Vacation	32%	5%	0%	0%
Retirement Plan	16%	21%	0%	0%
Child Care	0%	0%	0%	37%

SIZE OF OCCUPATION

RANGE - Very Large – More than 1030 workers

GENDER - Male 9%, Female 91%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	74%
Colleges/Universities	0%
Internet	16%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	42%
Newspaper Ads	89%
Private Employment Agencies	0%
School/Program Referrals	0%
In-house Promotion/Transfer	63%
Other	11%

PROJECTIONS

GROWTH RATE - Slower than average
(2.9% annually)

Instructional Aides

19 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Elementary and secondary schools	92.5%
Schools and educational services	6.3%
Other	1.2%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	5%
Graveyard	0%

HOURS

Some employers offer work on a full time basis averaging 35 hours per week. Almost all employers offer work on a part time basis averaging 17 hours per week. Few employers offer work on a temporary basis averaging 13 hours per week. Few employers offer work on a seasonal basis averaging 35 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%, **Many** = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 249.367-074
CA Occupational Guide # 502

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	56%
No	60%	44%

QUALIFICATIONS

Technical: Ability to apply teaching techniques. Ability to operate audiovisual equipment. Ability to administer emergency first aid. Ability to write effectively. Ability to type at least 45 wpm. Knowledge of early childhood development Oral reading skills . Musical skills . Classroom management skills. Record keeping skills.

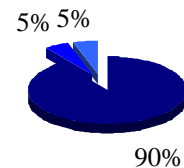
Physical: Ability to pass a pre-employment medical examination.

Personal: Ability to work independently. Ability to exercise patience. Ability to handle crisis situations. Understanding of a variety of cultures. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- High school or equivalent - 90%
- Associate degree - 5%
- Bachelor degree - 5%

Loan and Credit Clerks

OES Code 531210

DESCRIPTION

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to ensure completeness, operate typewriters to prepare correspondence, reports, and loan documents from draft, and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customers of acceptance or rejection of credit.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$11.50	\$8.48
New Hire, Experienced	\$8.00	\$15.34	\$11.50
Experienced, 3 Yrs w/firm	\$8.50	\$19.18	\$13.66

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	53%	0%	7%
Dental Insurance	40%	40%	0%	20%
Vision Insurance	33%	33%	7%	27%
Life Insurance	47%	27%	0%	27%
Sick Leave	93%	7%	0%	0%
Vacation	93%	7%	0%	0%
Retirement Plan	33%	40%	7%	20%
Child Care	0%	0%	7%	93%

SIZE OF OCCUPATION

RANGE - Medium – 238 to 475 workers

GENDER - Male 19%, Female 81%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	53%
Colleges/Universities	0%
Internet	40%
Trade Journals	13%
Union Hall Referrals	0%
Walk-in Applicants	27%
Newspaper Ads	93%
Private Employment Agencies	13%
EDD	0%
In-house Promotion/Transfer	60%
Other	7%

PROJECTIONS

GROWTH RATE – Slower than average
(1.9% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Loan and Credit Clerks

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Mortgage bankers and correspondents	22.4%
State commercial banks	20.5%
Savings institutions	15.1%
National commercial banks	14.3%
Real estate agents and managers	10.0%
Other	17.7%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 26 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Most employers offer a bonus ranging from \$.14 to \$.19 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 205.367-022, 249.362-014
CA Occupational Guide # 526

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	88%	57%
No	12%	43%

QUALIFICATIONS

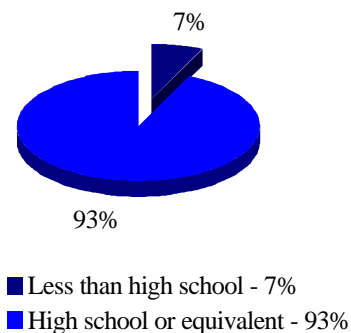
Technical: Ability to use a calculator. Ability to interview others for information. Ability to perform detailed clerical work. Ability to write effectively. Ability to type at least 45 wpm .Business math skills. Record keeping skills. Telephone answering skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision .Public contact skills. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Managers, Retail Store

OES Code 185167999

DESCRIPTION

Managers, Retail Store manages a retail store which sells a specific line of merchandise, such as groceries, liquor, apparel, jewelry, furniture or related lines of merchandise. They usually plan and prepare work schedules, work assignments (or supervise others to do so), formulate merchandise pricing policy, coordinate sales promotion activities, and prepare merchandise displays and advertising copy. They supervise employees in sales, taking inventory or cash reconciliation activities, operation of record keeping, and the preparation of a daily record of transactions for accounting purposes. They may interview, hire and train employees, ensure compliance of employees with security, sales and record keeping procedures, order merchandise or prepare requisitions to replenish inventories and may answer customer complaints or inquiries.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$13.77	\$9.99
New Hire, Experienced	\$6.00	\$16.65	\$11.99
Experienced, 3 Yrs w/firm	\$6.00	\$19.27	\$14.88

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	33%	53%	0%	13%
Dental Insurance	27%	47%	0%	27%
Vision Insurance	20%	40%	0%	40%
Life Insurance	53%	13%	0%	33%
Sick Leave	87%	0%	0%	13%
Vacation	93%	0%	0%	7%
Retirement Plan	47%	27%	7%	20%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE – Very Large – More than 1030 workers

GENDER - Male 46%, Female 54%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	60%
Colleges/Universities	27%
Internet	13%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	47%
Newspaper Ads	60%
School/Program Referrals	13%
EDD	0%
In-house Promotion/Transfer	53%
Private Employment Agencies	13%

PROJECTIONS

GROWTH RATE - Average
(3.7% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Managers, Retail Store

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Grocery stores	27.1%
New and used car dealers	5.7%
Drug stores and proprietary stores	3.8%
Auto and home supply stores	3.2%
Other	60.2%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	27%
Graveyard	7%

HOURS

All employers offer work on a full time basis averaging 46 hours per week. Some employers offer work on a part time basis averaging 23 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%, **Many** = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Many employers offer commissions or bonuses ranging from \$.38 to \$17.26 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 169.167-010, 169.167-034
185.167-046, 299.137-010
CA Occupational Guide #242
OES Code # 410020

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	80%	38%
No	20%	62%

QUALIFICATIONS

Technical: Ability to plan and organize the work of others. Ability to implement safe work practices. Ability to hire and assign personnel. Ability to requisition supplies. Ability to implement a progressive discipline process. Ability to apply inventory control methods. Ability to conduct training programs. Knowledge of accounting and auditing terms. Knowledge of EEO and Affirmative Action program guidelines . Supervisory skills. Personnel interviewing skills. Cash handling skills.

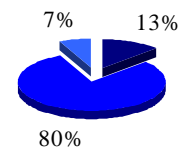
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to set work priorities. Ability to work under pressure. Ability to work as part of a team. Willingness to work nights, weekends, and holidays. Ability to work overtime. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 13%
- High school or equivalent - 80%
- Bachelor degree - 7%

Network Control Technicians

OES Code 031262995

DESCRIPTION

Network Control Technicians assist in the set-up, testing, and troubleshooting of Local Area Networks (LANs) and Wide Area Networks (WANs). Network Control Technicians work closely with LAN Managers and also repair and replace systems as necessary.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$12.00	\$30.68	\$17.70
Experienced, 3 Yrs w/firm	\$15.00	\$38.36	\$23.97

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$13.10	\$21.10	\$17.37
Experienced, 3 Yrs w/firm	\$14.44	\$24.42	\$19.25

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	67%	20%	0%	0%
Dental Insurance	67%	20%	0%	0%
Vision Insurance	47%	20%	0%	20%
Life Insurance	47%	7%	0%	33%
Sick Leave	67%	7%	0%	13%
Vacation	80%	7%	0%	0%
Retirement Plan	33%	27%	13%	13%
Child Care	0%	0%	7%	80%

SIZE OF OCCUPATION

RANGE - Small – Less than 238 workers

GENDER - Male 78%, Female 22%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	40%
Colleges/Universities	7%
Internet	60%
Trade Journals	7%
Union Hall Referrals	0%
Walk-in Applicants	13%
Newspaper Ads	80%
Private Employment Agencies	33%
School/Program Referrals	0%
In-house Promotion/Transfer	33%
Other	13%

PROJECTIONS

GROWTH RATE – Much faster than average (18.4% annually)

Network Control Technicians

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Local government	28.6%
Semiconductors and related devices	19.0%
Computer and software stores	16.7%
Other	35.7%

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	0%
Graveyard	0%
Other	7%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 18 hours per week.

Wages: Few employers offer a bonus ranging from \$.13 to \$.64 per hour.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%, **Many** = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

CA Occupational Guide # 2001A

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	93%	29%
No	7%	71%

QUALIFICATIONS

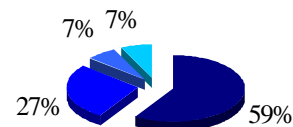
Technical: Ability to use operating manuals. Ability to analyze data to solve problems. Ability to troubleshoot . Knowledge of microcomputer hardware and operating systems Knowledge of software applications. Knowledge of lease line procedures fo rWANs. Understanding of wide area networks (WAN) and local area networks (LAN).

Personal: Ability to work independently. Ability to coordinate multiple activities. Ability to communicate technical information to non-technical staff. Ability to communicate with computer literate staff.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- High school or equivalent - 59%
- Associate degree - 27%
- Bachelor degree - 7%
- Graduate study - 7%

Nurse Practitioners

OES Code 075264999

DESCRIPTION

Nurse Practitioners provide general medical care and treatment to patients in medical facilities, such as clinics, health centers, or public health agencies, under the direction of a physician.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$17.00	\$30.00	\$25.50
New Hire, Experienced	\$17.00	\$32.00	\$25.00
Experienced, 3 Yrs w/firm	\$23.00	\$36.00	\$30.35

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$24.62	\$30.96	\$29.43
Experienced, 3 Yrs w/firm	\$27.18	\$34.34	\$31.77

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	67%	7%	0%	0%
Dental Insurance	33%	20%	0%	20%
Vision Insurance	47%	7%	0%	20%
Life Insurance	40%	7%	0%	27%
Sick Leave	73%	0%	0%	0%
Vacation	73%	0%	0%	0%
Retirement Plan	27%	47%	0%	0%
Child Care	0%	0%	7%	67%

SIZE OF OCCUPATION

RANGE - Small - Less than 238 workers

GENDER - Male 9%, Female 91%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	27%
Colleges/Universities	27%
Internet	47%
Trade Journals	27%
Union Hall Referrals	0%
Walk-in Applicants	7%
Newspaper Ads	60%
Private Employment Agencies	0%
School/Program Referrals	0%
In-house Promotion/Transfer	13%
Other	27%

PROJECTIONS

GROWTH RATE - Slower than average
(2.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Nurse Practitioners

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Offices and clinics of medical doctor	56.1%
Offices of health practitioners	12.1%
Other	31.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard	0%

HOURS

Most employers offer work on a full time basis averaging 40 hours per week. Most employers offer work on a part time basis averaging 23 hours per week

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 075.264-010
CA Occupational Guide # 29
OES Code #325020

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	88%	36%
No	12%	64%

QUALIFICATIONS

Technical: Ability to administer injections and medications. Ability to interview others for information .Ability to record condition of patients. Ability to maintain progress notes and treatment summaries. Ability to assist with examinations. Ability to maintain an appointment calendar.

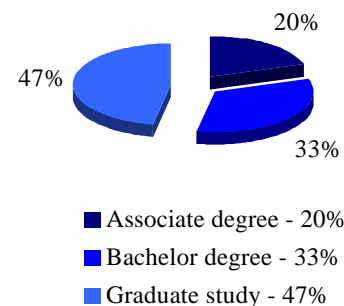
Physical: Ability to stand continuously for 2 or more hours .Possession of emotional stability, good vision and good hearing.

Personal: Ability to work independently. Ability to work under pressure. Ability to relate to patients. Willingness to work with close supervision.

Legally Mandated Requirements: Must have valid Registered Nurse License and complete an additional program of study approved by State.

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Pharmacy Technicians

OES Code 325180

DESCRIPTION

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$11.00	\$9.00
New Hire, Experienced	\$8.00	\$12.50	\$10.63
Experienced, 3 Yrs w/firm	\$11.00	\$15.75	\$12.88

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$11.80	\$11.80	\$11.80
New Hire, Experienced	\$10.00	\$12.65	\$11.11
Experienced, 3 Yrs w/firm	\$12.00	\$13.30	\$12.70

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	38%	31%	0%	13%
Dental Insurance	38%	25%	0%	19%
Vision Insurance	38%	13%	0%	31%
Life Insurance	38%	19%	6%	19%
Sick Leave	50%	13%	0%	19%
Vacation	56%	13%	0%	13%
Retirement Plan	25%	38%	6%	13%
Child Care	0%	0%	6%	75%

SIZE OF OCCUPATION

RANGE - Small – Less than 238 workers

GENDER - Male 10%, Female 90%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	56%
Colleges/Universities	0%
Internet	13%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	63%
Newspaper Ads	50%
Private Employment Agencies	0%
School/Program Referrals	25%
In-house Promotion/Transfer	50%
Other	6%

PROJECTIONS

GROWTH RATE - Slower than average
(1.8% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Pharmacy Technicians

16 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Drug stores and proprietary stores	94.4%
Other	5.6%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	25%
Graveyard	0%

HOURS

Almost all employers offer work on a full time basis averaging 39 hours per week. Many employers offer work on a part time basis averaging 28 hours per week. Few employers offer work on a temporary basis averaging 24 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Some employers offer a bonus ranging from \$.24 to \$.93 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 074.382-010
CA Occupational Guide # 456
OES Code #660260

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	45%	40%
No	55%	60%

QUALIFICATIONS

Technical: Ability to complete and explain insurance forms. Ability to calculate weights and measurements. Ability to apply sterilization techniques. Ability to measure and calculate using metrics. Ability to accurately record and report information. Ability to write effectively. Ability to follow government regulations and reporting requirements. Ability to type at least 30 wpm. Knowledge of chemical compounds.

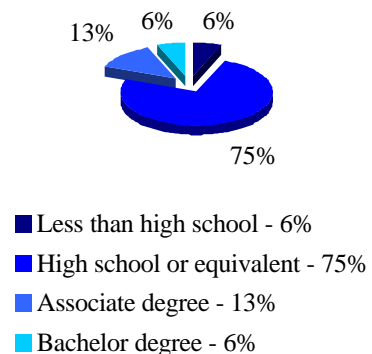
Physical: Ability to lift 40 lbs. repeatedly.

Personal: Ability to work independently. Ability to pay attention to detail. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: Licensure required

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Physicians' Assistants

OES Code 325110

DESCRIPTION

Physicians' Assistants provide patient services under the direct supervision and responsibility of a doctor of medicine or osteopathy. They elicit detailed patient histories and do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. This occupation requires certification by the National Commission on Certification of Physicians' Assistants and the California State Board of Medical Quality Assurance.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$25.00	\$30.00	\$27.00
New Hire, Experienced	\$24.93	\$35.00	\$28.00
Experienced, 3 Yrs w/firm	\$25.00	\$40.00	\$30.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	60%	20%	0%	10%
Dental Insurance	50%	0%	0%	40%
Vision Insurance	50%	0%	0%	40%
Life Insurance	40%	0%	0%	50%
Sick Leave	90%	0%	0%	0%
Vacation	90%	0%	0%	0%
Retirement Plan	10%	30%	10%	40%
Child Care	0%	0%	10%	80%

SIZE OF OCCUPATION

RANGE - Small – Less than 238 workers

GENDER - Male 43%, Female 57%

SUPPLY AND DEMAND

Firms report it is not difficult to find qualified applicants who have prior experience. Applicants encounter a very competitive job market.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	30%
Colleges/Universities	30%
Internet	40%
Trade Journals	20%
Union Hall Referrals	0%
Walk-in Applicants	10%
Newspaper Ads	40%
School/Program Referrals	10%
Private Employment Agencies	10%
In-house Promotion/Transfer	20%
Other	20%

PROJECTIONS

GROWTH RATE - Slower than average
(2.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Physicians' Assistants

10 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Offices and clinics of medical doctor	56.1%
Offices of health practitioners	12.1%
Other	31.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

Almost all employers offer work on a full time basis averaging 38 hours per week. Some employers offer work on a part time basis averaging 29 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%, **Many** = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 079.364-018
CA Occupational Guide # 508

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	71%	0%
No	29%	100%

QUALIFICATIONS

Technical: Ability to administer injections. Ability to administer medications. Ability to interview others for information. Ability to record condition of patients. Ability to maintain progress notes and treatment summaries. Ability to assist with examinations. Ability to maintain an appointment calendar.

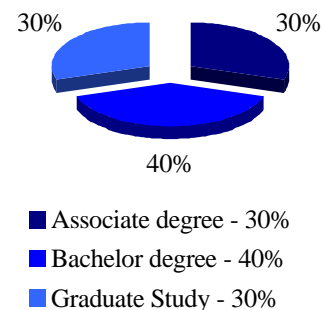
Physical: Ability to stand continuously for 2 or more hours. Possession of emotional stability, good vision and good hearing.

Personal: Ability to work independently. Ability to work under pressure. Ability to relate to patients. Willingness to work with close supervision.

Legally Mandated Requirements: Graduate of Physician Assistant training program and licensure

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Receptionists and Information Clerks

OES Code 553050

DESCRIPTION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store or services within the hotel. They may perform a variety of other clerical duties.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$9.64	\$7.50
New Hire, Experienced	\$7.00	\$11.00	\$9.00
Experienced, 3 Yrs w/firm	\$8.50	\$14.00	\$11.27

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	38%	44%	0%	13%
Dental Insurance	31%	31%	0%	31%
Vision Insurance	25%	25%	6%	38%
Life Insurance	25%	13%	6%	50%
Sick Leave	69%	6%	0%	19%
Vacation	81%	6%	0%	6%
Retirement Plan	31%	13%	13%	38%
Child Care	0%	0%	6%	88%

SIZE OF OCCUPATION

RANGE - Very large – More than 1030 workers

GENDER - Male 6%, Female 94%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search market.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search market.

HIRING METHODS

Employee Referrals	69%
Colleges/Universities	19%
Internet	19%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	50%
Newspaper Ads	88%
School/Program Referrals	0%
EDD	6%
In-house Promotion/Transfer	25%
Private Employment Agencies	6%

PROJECTIONS

GROWTH RATE - Average
(4.2% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Receptionists and Information Clerks

16 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Offices and clinics of medical doctor	11.1%
Offices and clinics of dentists	8.0%
Help supply services	7.2%
Real estate agents and managers	5.0%
Veterinary services specialties	4.7%
Other	64.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	6%
Graveyard	0%

HOURS

Almost all employers offer work on a full time basis averaging 39 hours per week. Some employers offer work on a part time basis averaging 20 hours per week. Few employers offer work on a temporary basis averaging 2 hours per week. Few employers offer work on a seasonal basis averaging 30 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%, **Many** = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Some employers offer a bonus ranging from \$.17 to \$2.64 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 237.367-038, 237.367-022
CA Occupational Guide # 21

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	71%	71%
No	29%	29%

QUALIFICATIONS

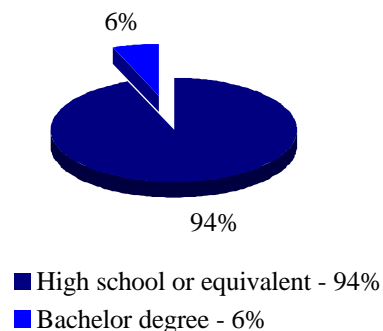
Technical: Ability to operate a multi-line command phone center. Ability to use word processing software. Ability to write effectively. Ability to type at least 45 wpm . Alphabetic and numeric filing skills. Bookkeeping skills. Telephone answering skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision . Public contact skills. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Teachers – Special Education

OES Code 313110

DESCRIPTION

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. These include teachers who specialize and work with audibly and visually handicapped students as well as those who teach basic academic and life processes skills to the mentally impaired.

WAGES AND BENEFITS

WAGES

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$14.99*	\$19.27	\$16.34
New Hire, Experienced	\$12.81	\$20.65	\$17.46
Experienced, 3 Yrs w/firm	\$14.18	\$23.31	\$18.55

*Represents only one employer

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	44%	56%	0%	0%
Dental Insurance	56%	39%	0%	6%
Vision Insurance	44%	50%	0%	6%
Life Insurance	22%	28%	0%	50%
Sick Leave	94%	6%	0%	0%
Vacation	33%	0%	0%	67%
Retirement Plan	11%	72%	6%	11%
Child Care	0%	0%	6%	94%

SIZE OF OCCUPATION

RANGE - Large – 476 – 1030 workers

GENDER - Male 13%, Female 87%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	22%
Colleges/Universities	67%
Internet	61%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	6%
Newspaper Ads	100%
Private Employment Agencies	0%
School/Program Referrals	6%
In-house Promotion/Transfer	28%
Other	6%

PROJECTIONS

GROWTH RATE - Faster than average
(5.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Teachers – Special Education

18 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Elementary and secondary schools	93.1%
Other	6.9%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	6%
Graveyard	0%

HOURS

All employers offer work on a full time basis averaging 37 hours per week. Many employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a seasonal basis averaging 27 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Few employers offer compensation for possession of a Master's Degree ranging from \$.29 to \$.55 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 094.227-030
CA Occupational Guide # 110

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	91%	29%
No	9%	71%

QUALIFICATIONS

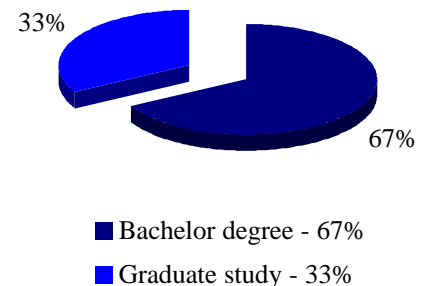
Technical: Ability to read Braille. Ability to read lips. Ability to teach physical education. Ability to use computers as a teaching tool. Ability to plan and organize training programs. Ability to write effectively. Sign language skills . Classroom management skills.

Personal: Ability to work independently. Ability to handle crisis situations. Ability to maintain classroom discipline. Ability to exercise patience. Willingness to travel .Imagination and creativity.

Legally Mandated Requirements: Licensure required in Special Education.

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Truck Drivers, Light - Include Delivery and Route Workers

OES Code 971050

DESCRIPTION

Light Truck Drivers, including delivery and route workers drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$6.75
New Hire, Experienced	\$5.75	\$12.00	\$8.00
Experienced, 3 Yrs w/firm	\$5.75	\$15.80	\$9.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	35%	29%	0%	12%
Dental Insurance	24%	24%	0%	29%
Vision Insurance	6%	18%	0%	53%
Life Insurance	24%	24%	0%	29%
Sick Leave	35%	6%	0%	35%
Vacation	53%	12%	0%	12%
Retirement Plan	18%	29%	0%	29%
Child Care	0%	0%	0%	76%

SIZE OF OCCUPATION

RANGE - Very large – More than 1030 workers

GENDER - Male 93%, Female 7%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	76%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	82%
Newspaper Ads	82%
School/Program Referrals	6%
EDD	18%
In-house Promotion/Transfer	29%
Other	0%

PROJECTIONS

GROWTH RATE - Slower than average
(3.2% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Truck Drivers, Light – include Delivery and Route Workers

17 Firm sResponding

Surveyed Summer 2000

WHERE THE JOBS ARE

Courier services, except by air	16.2%
Local trucking, without storage	7.6%
Newspapers	7.2%
Business services	4.2%
Lumber and other building materials	4.1%
Other	60.7%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	6%
Graveyard	6%

HOURS

Most employers offer work on a full time basis averaging 41 hours per week. Some employers offer work on a part time basis averaging 25 hours per week.

Wages: Some employers offer tips, bonuses or commission's ranging from \$.12 to \$14.96 per hour.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 906.683-022
CA Occupational Guide #563

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	38%	58%
No	62%	42%

QUALIFICATIONS

Technical: Ability to operate a fork lift. Ability to read invoices. Ability to load and unload freight. Knowledge of local streets .Possession of a valid Class A and Class B driver's license. Record keeping skills. Map reading skills.

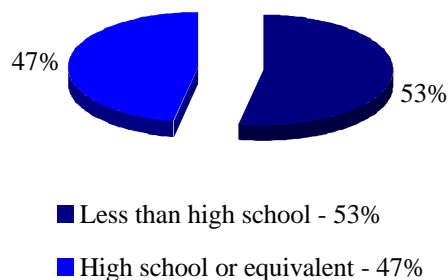
Physical: Ability to pass a pre-employment medical examination. Ability to lift at least 75 lbs. repeatedly.

Personal: Ability to work independently. Possession of a good DMV driving record.

Legally Mandated Requirements: Commercial drivers license

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Waiters and Waitresses

OES Code 650080

DESCRIPTION

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Does not include workers who only work at counters.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$5.75	\$5.75
New Hire, Experienced	\$5.75	\$5.75	\$5.75
Experienced, 3 Yrs w/firm	\$5.75	\$7.00	\$5.75

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	0%	23%	15%	54%
Dental Insurance	0%	15%	15%	62%
Vision Insurance	0%	8%	15%	69%
Life Insurance	0%	8%	23%	62%
Sick Leave	8%	0%	8%	77%
Vacation	54%	0%	0%	38%
Retirement Plan	0%	0%	8%	85%
Child Care	0%	0%	0%	92%

SIZE OF OCCUPATION

RANGE - Very large – More than 1030 workers

GENDER - Male 26%, Female 74%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search

HIRING METHODS

Employee Referrals	67%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Private Employment Agencies	7%
Walk-in Applicants	73%
Newspaper Ads	73%
School/Program Referrals	0%
EDD	7%
In-house Promotion/Transfer	40%
Other	13%

PROJECTIONS

GROWTH RATE - Average
(3.7% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Waiters and Waitresses

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Eating places	79.4%
Hotels and motels	8.2%
Other	12.4%

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	80%
Graveyard	7%
Other.....	7%

HOURS

Most employers offer work on a full time basis averaging 32 hours per week. Almost all employers offer work on a part time basis averaging 19 hours per week. Few employers offer work on a temporary basis averaging 25 hours per week. Some employers offer work on a seasonal basis averaging 25 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: All employers offer tips ranging from \$2.86 to \$30.00 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 311.477-030
CA Occupational Guide # 42

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	75%	15%
No	25%	85%

QUALIFICATIONS

Technical: Ability to operate a cash register. Cash handling skills.

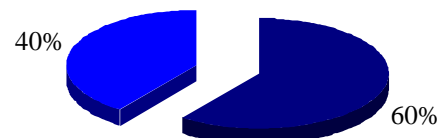
Physical: Ability to stand continuously for 2 or more hours. Ability to lift at least 30 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Customer service skills. Good grooming skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 60%
- High school or equivalent - 40%

1999

OCCUPATIONAL SUMMARIES

1999 Occupational Summaries

Cashiers

Cooks – Restaurant

Counter and Rental Clerks

Forklift Operators

General Office Clerks

Home Health Aides

Internet Web Site Designers/Developers (Webmasters)

Janitors and Cleaners

Licensed Vocational Nurses

Machinists

Maids and Housekeeping Cleaners

Maintenance Repairers – General Utility

Medical and Clinical Laboratory Assistants

Paralegal Personnel

Physical Therapists

Sales Agents – Selected Business Services

Social Workers

Software Engineers

Stock Clerks – Stockroom, Warehouse, Storage Yard

Tellers

Cashiers

OES Code 490230

DESCRIPTION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.71	\$6.50
New Hire, Experienced	\$5.75	\$8.50	\$6.85
Experienced, 3 Yrs w/firm	\$6.25	\$9.75	\$8.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	20%	60%	0%	7%
Dental Insurance	13%	60%	0%	13%
Vision Insurance	13%	33%	0%	40%
Life Insurance	13%	53%	0%	20%
Sick Leave	47%	13%	0%	27%
Vacation	53%	27%	0%	7%
Retirement Plan	20%	53%	0%	13%
Child Care	0%	7%	0%	80%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 32%, Female 68%

SUPPLY AND DEMAND

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	29%
Colleges/Universities	0%
Internet	14%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	71%
Newspaper Ads	50%
School/Program Referrals	7%
EDD	21%
In-house Promotion/Transfer	29%
Other	14%

PROJECTIONS

GROWTH RATE - Slower than average
(3.5% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Cashiers, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Grocery stores	33.3%
Eating places	17.7%
Gasoline service stations	12.6%
Drug stores and proprietary stores	7.0%
Amusement and recreation	4.4%
Other	25.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	47%
Graveyard	13%

HOURS

Almost all employers offer work on a full time basis averaging 39 hours per week. Almost all employers offer work on a part time basis averaging 21 hours per week. Some employers offer work on a seasonal basis averaging 30 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 211.362-010
CA Occupational Guide # 31

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	0%	67%
No	100%	33%

QUALIFICATIONS

Technical: Ability to follow check cashing procedures. Ability to operate a cash register. Record keeping skills. Cash handling skills. Grocery checking skills. Bondable.

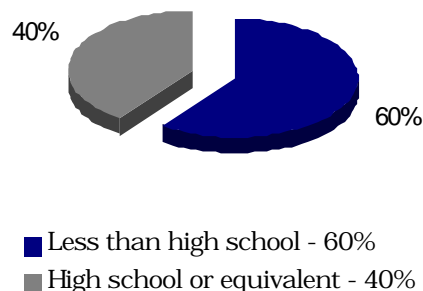
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Cooks - Restaurant

OES Code 650260

DESCRIPTION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$6.75
New Hire, Experienced	\$6.00	\$11.50	\$8.00
Experienced, 3 Yrs w/firm	\$7.50	\$13.00	\$10.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	21%	43%	0%	36%
Dental Insurance	14%	36%	0%	50%
Vision Insurance	7%	7%	0%	86%
Life Insurance	0%	21%	0%	79%
Sick Leave	21%	0%	0%	79%
Vacation	43%	7%	0%	50%
Retirement Plan	7%	21%	0%	71%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 85%, Female 15%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	67%
Colleges/Universities	7%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	73%
Newspaper Ads	80%
Private Employment Agencies	0%
School/Program Referrals	7%
In-house Promotion/Transfer	27%
Other	7%

PROJECTIONS

GROWTH RATE - Slower than average
(3.0% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Cooks – Restaurant, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Eating places	82.7%
Hotels and motels	9.7%
Other	7.6%

OTHER INFORMATION

SHIFTS

Day.....	87%
Swing.....	93%
Graveyard	13%
Other.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 41 hours per week. Many employers offer work on a part time basis averaging 23 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%, **Many** = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Many employers offer tips and bonuses ranging from \$.02 to \$1.25 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 313.361-014
CA Occupational Guide # 95

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	27%
No	0%	73%

QUALIFICATIONS

Technical: Ability to plan and organize the work of others. Ability to cook ethnic foods. Ability to write effectively. Sauce making skills. Food baking skills. Pastry making skills. Meat carving skills. Food buying skills. Menu planning skills.

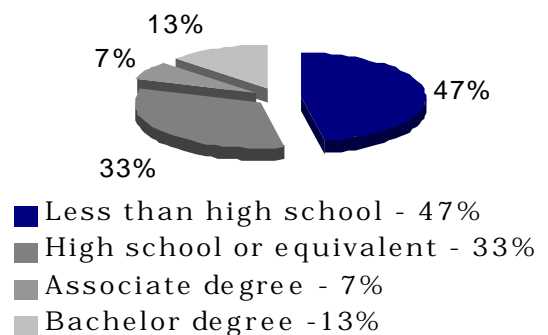
Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 30 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Counter and Rental Clerks

OES Code 490170

DESCRIPTION

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$6.00
New Hire, Experienced	\$5.75	\$9.00	\$6.50
Experienced, 3 Yrs w/firm	\$5.75	\$10.00	\$7.50

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	14%	14%	7%	29%
Dental Insurance	7%	7%	7%	43%
Vision Insurance	0%	21%	0%	43%
Life Insurance	14%	7%	0%	43%
Sick Leave	21%	14%	0%	29%
Vacation	21%	7%	0%	36%
Retirement Plan	7%	7%	7%	43%
Child Care	0%	7%	7%	50%

SIZE OF OCCUPATION

RANGE - Large – 460 to 996 workers

GENDER - Male 64%, Female 36%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	71%
Colleges/Universities	12%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	65%
Newspaper Ads	53%
Private Employment Agencies	0%
School/Program Referrals	6%
In-house Promotion/Transfer	24%
Other	12%

PROJECTIONS

GROWTH RATE - Faster than average
(4.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Counter and Rental Clerks, cont.

17 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Video tape rental	37.7%
Amusement and recreation	20.3%
Help supply services	5.3%
Dry cleaning plants	5.2%
Department stores	4.2%
Other	27.3%

OTHER INFORMATION

SHIFTS

Day.....	94%
Swing.....	41%
Graveyard	0%

HOURS

Many employers offer work on a full time basis averaging 41 hours per week. Many employers offer work on a part time basis averaging 20 hours per week. Some employers offer work on a seasonal basis averaging 32 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Few employers offer a bonus from \$.09 to \$.61 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 249.362-010
CA Occupational Guide # 511

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	0%	75%
No	100%	25%

QUALIFICATIONS

Technical: Ability to use a calculator. Ability to operate a cash register. Cash handling skills. Bondable.

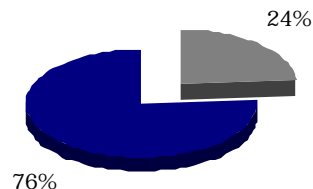
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to work independently. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 24%
- High school or equivalent - 76%

Forklift Operators

OES Code 921683999

DESCRIPTION

Forklift Operators operate forklift to push, pull, lift, stack, tier or move products, equipment, or materials in warehouse, storage yard, or factory.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$11.51	\$8.00
New Hire, Experienced	\$6.00	\$13.42	\$8.50
Experienced, 3 Yrs w/firm	\$7.00	\$14.51	\$11.25

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	36%	50%	0%	14%
Dental Insurance	29%	43%	7%	21%
Vision Insurance	14%	21%	7%	57%
Life Insurance	29%	43%	0%	29%
Sick Leave	57%	21%	0%	21%
Vacation	79%	14%	0%	7%
Retirement Plan	36%	43%	7%	14%
Child Care	0%	7%	7%	86%

SIZE OF OCCUPATION

RANGE - Medium - 230 to 459

GENDER - Male 74%, Female 26%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	40%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	60%
Newspaper Ads	53%
Private Employment Agencies	0%
School/Program Referrals	0%
EDD	20%
In-house Promotion/Transfer	33%

PROJECTIONS

GROWTH RATE - Faster than average
(4.5% annually)

Forklift Operators, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Structural clay products	24.5%
Lumber and other building materials	15.6%
Department stores	9.1%
Sawmills and planing mills	7.0%
Other	43.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	20%
Graveyard	13%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 24 hours per week. Few employers offer work on a temporary/on call basis averaging 25 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Some employers offer bonuses ranging from \$.05 to \$1.15 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 921.683-050
CA Occupational Guide # 190

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	67%	75%
No	33%	25%

QUALIFICATIONS

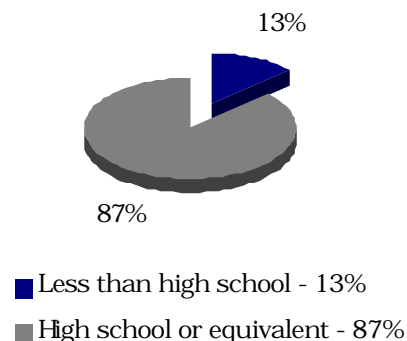
Technical: Ability to follow safe truck operating procedures. Ability to keep accurate records of materials moved. Ability to operate hand or electric pallet jack. Good hand, eye ,foot coordination. Knowledge of loading pallets skids and boxes.

Physical: Ability to do physically demanding work. Ability to lift 50 lbs. Ability to pass forklift operators safety test. Possession of a CA drivers license. Clean DMV record.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

General Office Clerks

OES Code 553470

DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.20	\$10.29	\$8.75
New Hire, Experienced	\$7.50	\$10.29	\$8.00
Experienced, 3 Yrs w/firm	\$9.00	\$15.62	\$11.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$10.41	\$8.64
New Hire, Experienced	\$7.00	\$11.58	\$9.37
Experienced, 3 Yrs w/firm	\$8.00	\$14.61	\$10.93

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	56%	44%	0%	0%
Dental Insurance	56%	44%	0%	0%
Vision Insurance	44%	33%	6%	17%
Life Insurance	56%	11%	11%	22%
Sick Leave	83%	6%	0%	11%
Vacation	89%	6%	0%	6%
Retirement Plan	50%	28%	11%	11%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 4%, Female 96%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	56%
Colleges/Universities	6%
Internet	22%
Trade Journals	0%
Union Hall Referrals	6%
Walk-in Applicants	39%
Newspaper Ads	94%
Private Employment Agencies	11%
School/Program Referrals	11%
EDD	0%
In-house Promotion/Transfer	50%

PROJECTIONS

GROWTH RATE - Slower than average
(3.0% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

General Office Clerks, cont.

18 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Local government	10.0%
Elementary and secondary schools	6.8%
General medical and surgical hospital	5.7%
Computer terminals	3.1%
Other	74.4%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard	0%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a seasonal basis averaging 35 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 209.562-010
CA Occupational Guide # 295

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	82%	62%
No	18%	38%

QUALIFICATIONS

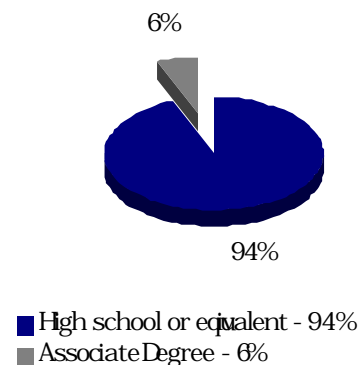
Technical: Ability to operate 10-key adding machine by touch. Ability to operate a transcribing machine. Ability to write effectively. Ability to type at least 45 wpm. Record keeping skills Alphabetic and numeric filing skills. English grammar, spelling, and punctuation skills. Telephone answering skills.

Personal: Ability to work independently. Ability to perform routine, repetitive work Public contact skills. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Home Health Aides

OES Code 660110

DESCRIPTION

Home Health Aides care for elderly, convalescent, or handicapped persons in their homes. They perform duties for patients such as changing bed linens, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$9.21	\$8.50
New Hire, Experienced	\$7.50	\$10.30	\$8.50
Experienced, 3 Yrs w/firm	\$8.00	\$12.00	\$10.45

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	23%	62%	0%	8%
Dental Insurance	23%	46%	0%	23%
Vision Insurance	23%	38%	0%	31%
Life Insurance	31%	31%	0%	31%
Sick Leave	54%	0%	0%	38%
Vacation	46%	15%	0%	31%
Retirement Plan	23%	46%	8%	15%
Child Care	0%	0%	0%	92%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 6%, Female 94%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	71%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	50%
Newspaper Ads	79%
Private Employment Agencies	0%
School/Program Referrals	7%
EDD	14%
In-house Promotion/Transfer	21%

PROJECTIONS

GROWTH RATE - Much faster than average
(7.1% annually)

Home Health Aides, cont.

14 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Home health care services	33.3%
Help supply services	22.2%
General medical and surgical hospitals	15.8%
Residential care	13.8%
Nursing and personal care	6.7%
Other	8.2%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	64%
Graveyard	50%
Other	7%

HOURS

Most employers offer work on a full time basis averaging 41 hours per week. Most employers offer work on a part time basis averaging 21 hours per week. Many employers offer work on a temporary/on call basis averaging 21 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 354.377-014
 CA Occupational Guide # 461

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	88%	54%
No	12%	46%

QUALIFICATIONS

Technical: Ability to prepare meals. Ability to apply transferring techniques moving patients. Ability to write effectively .Possession of a valid driver's license.

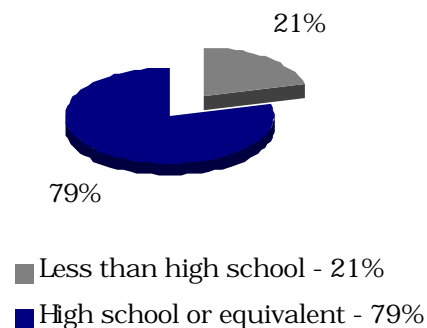
Physical: Ability to pass a pre-employment medical examination.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle.

Legally Mandated Requirements: Home Health Aide Certificate (legislation in progress). Certification as a Nursing Assistant.

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Internet Web Site Designers/Developers (Webmasters)

OES Code 031064999

DESCRIPTION

Internet Web Site Designers/Developers (Webmasters) are responsible for managing the content of an organization's Internet web site. Usually using specialized software; they create, design and maintain web pages to communicate an organization's message to Internet users.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$5.75	\$5.75
New Hire, Experienced	\$7.00	\$21.58	\$12.02
Experienced, 3 Yrs w/firm	\$10.00	\$34.52	\$18.59

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	46%	33%	0%	13%
Dental Insurance	40%	33%	0%	20%
Vision Insurance	14%	33%	0%	40%
Life Insurance	40%	13%	0%	40%
Sick Leave	66%	6%	0%	20%
Vacation	73%	6%	0%	13%
Retirement Plan	14%	26%	20%	26%
Child Care	0%	0%	0%	0%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 100%, Female 0%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	66%
Colleges/Universities	13%
Internet	33%
Trade Journals	6%
Union Hall Referrals	0%
Walk-in Applicants	26%
Newspaper Ads	40%
Private Employment Agencies	20%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	13%

PROJECTIONS

GROWTH RATE - Much faster than average (18.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Internet Designers (Webmasters), cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Computer related services	*
Information retrieval services	*
Computer maintenance and repair	*
Computer programming services	*

* Projections not available as this is a new and emerging occupation.

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	0%
Graveyard	0%
Other.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 10 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 030.167-014

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	93%	21%
No	7%	79%

QUALIFICATIONS

Technical: Ability to create web pages using JAVA, HTML, and VRML. Ability to use various database applications. Ability to use various CGI languages (e.g. C, C++, and PERL). Ability to develop various electronic and database linkages. Understanding of various operating systems (e.g. UNIX). Computer graphic design skills. File management skills Desktop publishing skills.

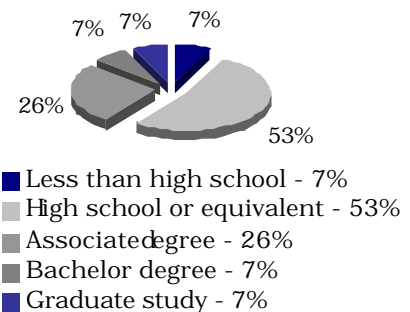
Physical: Ability to sit continuously for 2 or more hours.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Willingness to work as part of a team.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Janitors and Cleaners – Except Maids and Housekeeping

OES Code 670050

DESCRIPTION

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnaces and boilers, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$9.90	\$7.00
New Hire, Experienced	\$6.26	\$10.95	\$8.00
Experienced, 3 Yrs w/firm	\$7.00	\$12.00	\$9.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.72	\$10.89	\$9.57
New Hire, Experienced	\$7.80	\$11.64	\$9.61
Experienced, 3 Yrs w/firm	\$7.80	\$14.23	\$11.69

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	63%	25%	0%	0%
Dental Insurance	56%	25%	0%	6%
Vision Insurance	56%	19%	0%	13%
Life Insurance	31%	6%	13%	38%
Sick Leave	88%	0%	0%	0%
Vacation	88%	0%	0%	0%
Retirement Plan	44%	38%	0%	6%
Child Care	0%	0%	0%	88%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 89%, Female 11%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	50%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	56%
Newspaper Ads	81%
Private Employment Agencies	0%
School/Program Referrals	13%
In-house Promotion/Transfer	44%
Other	6%

PROJECTIONS

GROWTH RATE - Slower than average
(2.9% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Janitors and Cleaners, cont.

16 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Elementary and secondary schools	23.8%
Building maintenance services	18.5%
Grocery stores	7.8%
Hotels and motels	6.0%
Eating places	5.4%
Other	38.5%

OTHER INFORMATION

SHIFTS

Day.....	88%
Swing.....	63%
Graveyard	25%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 27 hours per week. Few employers offer work on a temporary/on call basis averaging 30 hours per week. Few employers offer work on a seasonal basis averaging 21 hours per week.

Wages: Few employers offer a shift differential of \$.39 per hour.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 382.664-010
CA Occupational Guide # 84

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	44%	55%
No	56%	45%

QUALIFICATIONS

Technical: Ability to operate floor polishing equipment. Ability to shampoo carpets. Understanding of cleaning compounds and solutions. Brush painting skills. Lawn and garden care skills. Window washing skills. Pest extermination skills. Painting skills. Ceramic or floor tile repair skills. Carpentry skills. Bondable. Possession of a valid driver's license.

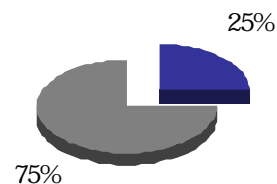
Physical: Ability to lift at least 100 lbs. repeatedly.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 25%
- High school or equivalent - 75%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Licensed Vocational Nurses

OES Code 325050

DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.00	\$17.00	\$13.50
New Hire, Experienced	\$11.00	\$17.00	\$13.50
Experienced, 3 Yrs w/firm	\$12.00	\$17.48	\$15.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$11.78	\$14.25	\$13.55
New Hire, Experienced	\$13.16	\$14.50	\$13.55
Experienced, 3 Yrs w/firm	\$15.05	\$15.26	\$15.25

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	46%	54%	0%	0%
Dental Insurance	38%	46%	0%	15%
Vision Insurance	31%	38%	0%	31%
Life Insurance	23%	46%	8%	23%
Sick Leave	69%	15%	8%	8%
Vacation	69%	15%	8%	8%
Retirement Plan	23%	38%	8%	31%
Child Care	0%	0%	8%	92%

SIZE OF OCCUPATION

RANGE - Very large – More than 996 workers

GENDER - Male 9%, Female 91%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	60%
Colleges/Universities	20%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	67%
Newspaper Ads	100%
Private Employment Agencies	0%
School/Program Referrals	13%
EDD	0%
In-house Promotion/Transfer	7%

PROJECTIONS

GROWTH RATE - Average
(3.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Licensed Vocational Nurses, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Skilled nursing care facilities	36.0%
Offices and clinics of medical doctor	23.6%
Home health care services	11.0%
Nursing and personal care	10.7%
General medical and surgical hospital	9.0%
Other	9.7%

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	60%
Graveyard	60%
Other.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 39 hours per week. Many employers offer work on a part time basis averaging 25 hours per week. Many employers offer work on a temporary/on call basis averaging 19 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 079.374-014
CA Occupational Guide # 313

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	70%	8%
No	30%	92%

QUALIFICATIONS

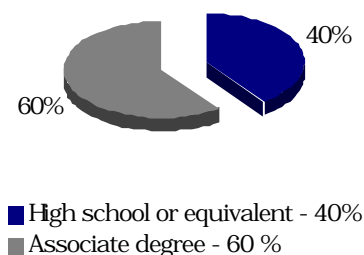
Technical: Ability to complete and explain insurance forms. Ability to follow laboratory procedures. Ability to provide personal services to patients. Ability to administer an electrocardiograph (EKG) test. Ability to administer injections. Ability to apply transferring techniques moving patients. Ability to take vital signs. Ability to detect complications in patients. Ability to write effectively. Knowledge of medical terminology. Understanding of asepsis. Record keeping skills. Blood drawing skills. Inhalation therapy skills.

Personal: Ability to work independently. Ability to handle crisis situations. Willingness to work with close supervision.

Legally Mandated Requirements: LVN License

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Machinists

OES Code 891080

DESCRIPTION

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$7.50	\$7.13
New Hire, Experienced	\$7.00	\$14.00	\$10.00
Experienced, 3 Yrs w/firm	\$7.75	\$20.00	\$15.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	59%	35%	0%	6%
Dental Insurance	24%	35%	6%	35%
Vision Insurance	12%	12%	0%	76%
Life Insurance	41%	0%	6%	53%
Sick Leave	47%	0%	0%	53%
Vacation	76%	0%	6%	18%
Retirement Plan	24%	6%	18%	53%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 97%, Female 3%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	71%
Colleges/Universities	0%
Internet	12%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	41%
Newspaper Ads	76%
Private Employment Agencies	12%
School/Program Referrals	12%
In-house Promotion/Transfer	12%
Other	6%

PROJECTIONS

GROWTH RATE - Much faster than average (6.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Machinists, cont.

17 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Industrial machinery	30.6%
Electronic components	14.5%
Hand and edge tools	13.7%
Railroad transportation	3.7%
Machine tool accessories	3.2%
Other	34.3%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	41%
Graveyard	0%

HOURS

All employers offer work on a full time basis averaging 42 hours per week. Few employers offer work on a part time basis averaging 25 hours per week. Few employers offer work on a temporary/on call basis averaging 20 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Few employers offer a bonus ranging from \$.57 to \$.87 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 600.260-022
CA Occupational Guide # 9

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	87%	60%
No	13%	40%

QUALIFICATIONS

Technical: Ability to operate numerically controlled (NC) machines. Ability to read blueprints. Ability to use hand tools. Ability to operate computer numerically controlled machines. Ability to use precision tools. Ability to write effectively. Understanding of military specifications. Shop math skills.

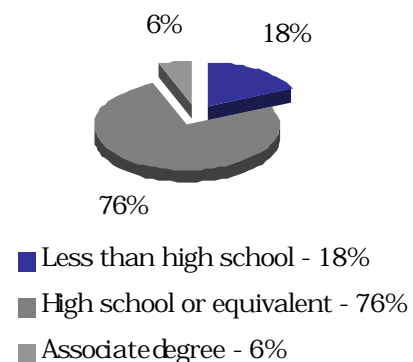
Physical: Ability to stand continuously for 2 or more hours. Ability to perform precision work. Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to provide own hand tools. Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Maids and Housekeeping Cleaners

OES Code 670020

DESCRIPTION

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$6.25
New Hire, Experienced	\$5.75	\$9.00	\$6.50
Experienced, 3 Yrs w/firm	\$5.75	\$10.50	\$7.50

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	13%	47%	0%	20%
Dental Insurance	13%	40%	0%	33%
Vision Insurance	20%	0%	7%	60%
Life Insurance	27%	27%	0%	33%
Sick Leave	40%	0%	0%	40%
Vacation	67%	0%	0%	13%
Retirement Plan	20%	7%	0%	60%
Child Care	0%	0%	0%	80%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 28%, Female 72%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	86%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	64%
Newspaper Ads	79%
Private Employment Agencies	0%
School/Program Referrals	7%
In-house Promotion/Transfer	7%
Other	14%

PROJECTIONS

GROWTH RATE - Slower than average
(3.2% annually)

Maids and Housekeeping Cleaners, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Hotels and motels	54.9%
Skilled nursing care facilities	12.1%
General medical and surgical hospitals	7.4%
Building maintenance services	6.2%
Other	19.4%

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	67%
Graveyard	7%

HOURS

Almost all employers offer work on a full time basis averaging 38 hours per week. Most employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a seasonal basis averaging 37 hours per week.

Wages: Some employers offer bonuses and tips ranging from \$.27 to \$.70 per hour.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79% ,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 323.687-014
CA Occupational Guide # 531

EMPLOYER REQUIREMENTS

EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as a Substitute for Experience</i>
Yes	0%	57%
No	100%	43%

QUALIFICATIONS

Technical: Ability to operate commercial laundry machines. Ability to operate commercial vacuum cleaners. Ability to administer emergency first aid. Understanding of cleaning compounds and solutions. Bondable

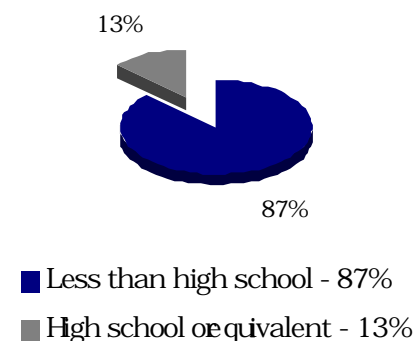
Physical: Ability to stand for prolonged periods. Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Maintenance Repairers – General Utility

OES Code 851320

DESCRIPTION

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$8.00
New Hire, Experienced	\$7.00	\$11.75	\$8.80
Experienced, 3 Yrs w/firm	\$10.50	\$15.00	\$11.56

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.57	\$12.90	\$11.50
New Hire, Experienced	\$10.57	\$15.92	\$12.78
Experienced, 3 Yrs w/firm	\$12.56	\$18.99	\$14.28

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	76%	24%	0%	0%
Dental Insurance	65%	35%	0%	0%
Vision Insurance	65%	29%	0%	6%
Life Insurance	65%	0%	12%	24%
Sick Leave	94%	0%	0%	6%
Vacation	94%	0%	0%	6%
Retirement Plan	53%	35%	6%	6%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 96%, Female 4%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	44%
Colleges/Universities	0%
Internet	0%
Trade Journals	13%
Union Hall Referrals	0%
Walk-in Applicants	63%
Newspaper Ads	94%
Private Employment Agencies	0%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	63%

PROJECTIONS

GROWTH RATE - Faster than average
(4.4% annually)

Maintenance Repairers, cont.

17 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Elementary and secondary schools	13.2%
Real estate agents and managers	7.4%
Single-family housing construction	6.0%
Local government	5.9%
Hotels and motels	5.8%
Other	61.7%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	12%
Graveyard	6%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Few employers offer overtime of \$15.90 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 899.261-014

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	82%	67%
No	18%	33%

QUALIFICATIONS

Technical: Ability to read blueprints. Ability to operate power hand tools. Ability to repair and install heating and air conditioning systems. Ability to do cement work. Swimming pool maintenance skills. Record keeping skills. Arc welding skills. Gas welding skills. Painting skills. Carpentry skills. Electrical repair skills. Plumbing repair skills.

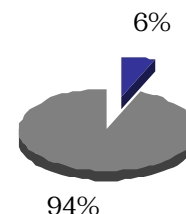
Physical: Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to work independently. Ability to provide own hand tools. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 6%
- High school or equivalent - 94%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Medical and Clinical Laboratory Assistants

OES Code 329050

DESCRIPTION

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate automated equipment which does not require interpretation or judgment to read the results. They may label, centrifuge, and transfer specimens; transcribe results; and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under the supervision of a Medical Laboratory Technologist.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.50	\$10.66	\$9.10
New Hire, Experienced	\$8.00	\$11.19	\$10.00
Experienced, 3 Yrs w/firm	\$10.00	\$13.00	\$11.49

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	50%	38%	0%	0%
Dental Insurance	38%	38%	0%	13%
Vision Insurance	13%	38%	0%	38%
Life Insurance	38%	25%	0%	25%
Sick Leave	75%	0%	0%	13%
Vacation	88%	0%	0%	0%
Retirement Plan	50%	25%	0%	13%
Child Care	0%	0%	0%	88%

SIZE OF OCCUPATION

RANGE - Small – Less than 230 workers

GENDER - Male 22%, Female 78%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	44%
Colleges/Universities	11%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	56%
Newspaper Ads	89%
Private Employment Agencies	22%
School/Program Referrals	22%
EDD	11%
In-house Promotion/Transfer	0%

PROJECTIONS

GROWTH RATE - Slower than average
(2.9% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Medical and Clinical Laboratory Assistants, cont.

9 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

General medical and surgical hospital	41.7%
Medical laboratories	26.7%
Offices and clinics of medical doctors	23.3%
Specialty outpatient clinics	5.0%
Other	3.3%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	22%
Graveyard	11%

HOURS

Most employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 20 hours per week. Few employers offer work on a temporary/on call basis averaging 4 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 079.362-010
CA Occupational Guide # 33

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	84%	62%
No	16%	38%

QUALIFICATIONS

Technical: Ability to operate precision laboratory equipment. Ability to apply sterilization techniques. Ability to use computer applications in research. Ability to write effectively .Knowledge of medical terminology. Record keeping skills. Blood drawing skills.

Physical: Ability to concentrate for long periods of time. Ability to sit continuously for 2 or more hours .Manual dexterity. Good vision Possession of good color perception.

Personal: Ability to pay attention to detail. Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



100%

High school or equivalent - 100%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Paralegal Personnel

OES Code 283050

DESCRIPTION

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$11.00	\$9.61
New Hire, Experienced	\$8.50	\$14.38	\$11.99
Experienced, 3 Yrs w/firm	\$12.00	\$18.41	\$15.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.61	\$10.61	\$10.61
New Hire, Experienced	\$11.48	\$22.99	\$13.69
Experienced, 3 Yrs w/firm	\$16.09	\$26.59	\$16.64

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	20%	0%	27%
Dental Insurance	33%	13%	0%	53%
Vision Insurance	40%	0%	0%	60%
Life Insurance	27%	0%	0%	73%
Sick Leave	73%	0%	0%	27%
Vacation	93%	0%	0%	7%
Retirement Plan	33%	13%	0%	53%
Child Care	0%	7%	0%	93%

SIZE OF OCCUPATION

RANGE - Small – less than 230 workers

GENDER - Male 20%, Female 80%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	29%
Colleges/Universities	7%
Internet	14%
Trade Journals	50%
Union Hall Referrals	0%
Walk-in Applicants	7%
Newspaper Ads	93%
Private Employment Agencies	0%
School/Program Referrals	14%
In-house Promotion/Transfer	21%
Other	7%

PROJECTIONS

GROWTH RATE - Faster than average
(4.8% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Paralegal Personnel, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Local government	39.3%
Legal services	29.8%
Investment advice	19.0%
Title insurance	9.5%
Other	2.4%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard	0%

HOURS

All employers offer work on a full time basis averaging 41 hours per week. Few employers offer work on a part time basis averaging 29 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%, **Many** = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Some employers give a bonus ranging from \$.22 to \$2.40 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 119.267-026
CA Occupational Guide # 464

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	78%	38%
No	22%	62%

QUALIFICATIONS

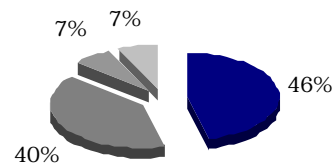
Technical: Ability to write effectively. Understanding of court proceedings. Understanding of legal terms. Investigative research skills. Record keeping skills. Problem solving skills.

Personal: Ability to read and comprehend information quickly. Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: Four year degree or a Paralegal Certificate.

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- High school or equivalent - 46%
- Associate degree - 40%
- Bachelor degree - 7%
- Graduate study - 7%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Physical Therapists

OES Code 323080

DESCRIPTION

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$19.18	\$20.00	\$19.50
New Hire, Experienced	\$16.78	\$30.00	\$22.00
Experienced, 3 Yrs w/firm	\$21.58	\$40.00	\$29.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	19%	31%	0%	25%
Dental Insurance	25%	25%	0%	25%
Vision Insurance	13%	19%	0%	44%
Life Insurance	25%	13%	0%	38%
Sick Leave	56%	0%	0%	19%
Vacation	63%	0%	0%	13%
Retirement Plan	6%	44%	0%	25%
Child Care	0%	0%	6%	69%

SIZE OF OCCUPATION

RANGE - Small – less than 230 workers

GENDER - Male 31%, Female 69%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	47%
Colleges/Universities	13%
Internet	13%
Trade Journals	27%
Union Hall Referrals	0%
Walk-in Applicants	40%
Newspaper Ads	40%
Private Employment Agencies	13%
School/Program Referrals	20%
EDD	0%
Other	27%

PROJECTIONS

GROWTH RATE - Faster than average
(4.8% annually)

Physical Therapists, cont.

17 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Offices of health practitioners	46.7%
Home health care services	15.6%
Offices and clinics of medical doctors	12.6%
General medical and surgical hospitals	11.6%
Offices and clinics of chiropractor	7.5%
Other	6.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard	0%

HOURS

Most employers offer work on a full time basis averaging 39 hours per week. Many employers offer work on a part time basis averaging 24 hours per week. Many employers offer work on a temporary/on call basis averaging 8 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Few employers offer a bonus ranging from \$.13 to \$.16 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 076.121-014
CA Occupational Guide # 117

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	12%
No	0%	88%

QUALIFICATIONS

Technical: Ability to write effectively .Knowledge of geriatrics .Knowledge of pediatrics .Knowledge of sports medicine . Knowledge of cardiac rehabilitation. Record keeping skills. Problem solving skills.

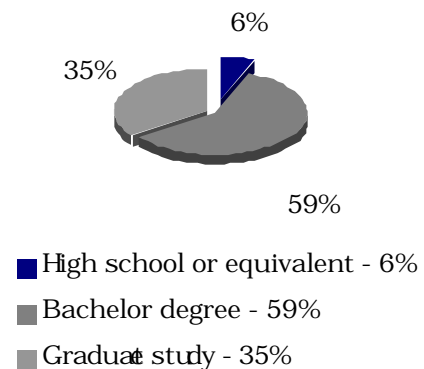
Physical: Manual dexterity.

Personal: Ability to work as part of a team. Ability to work independently. Willingness to work with close supervision . Possession of mechanical aptitude.

Legally Mandated Requirements: Physical Therapy License

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Sales Agents – Selected Business Services

OES Code 430170

DESCRIPTION

Selected Business Services Sales Agents sell selected services such as building maintenance, credit reporting, bookkeeping, security, printing, and storage space. Sales agents who primarily sell advertising, insurance, financial, and real estate services are not included.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$14.38	\$8.00
New Hire, Experienced	\$6.14	\$17.26	\$10.87
Experienced, 3 Yrs w/firm	\$7.67	\$23.01	\$13.93

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	44%	19%	0%	38%
Dental Insurance	25%	25%	0%	50%
Vision Insurance	19%	13%	6%	63%
Life Insurance	31%	13%	0%	56%
Sick Leave	81%	0%	0%	19%
Vacation	88%	0%	0%	13%
Retirement Plan	25%	6%	19%	50%
Child Care	0%	0%	13%	88%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 63%, Female 37%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	47%
Colleges/Universities	0%
Internet	7%
Trade Journals	13%
Union Hall Referrals	0%
Walk-in Applicants	27%
Newspaper Ads	67%
Private Employment Agencies	0%
School/Program Referrals	13%
In-house Promotion/Transfer	40%
Other	20%

PROJECTIONS

GROWTH RATE - Faster than average
(4.8% annually)

Sales Agents, cont.

16 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Telephone communications	23.9%
Business services	13.8%
Employment agencies	8.0%
Hotels and motels	6.2%
Building maintenance services	6.2%
Other	41.9%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	6%
Graveyard	0%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on part time basis averaging 18 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Most employers offer a bonus or commission ranging from \$.29 to \$12.95 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 251.357-010

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	25%
No	0%	75%

QUALIFICATIONS

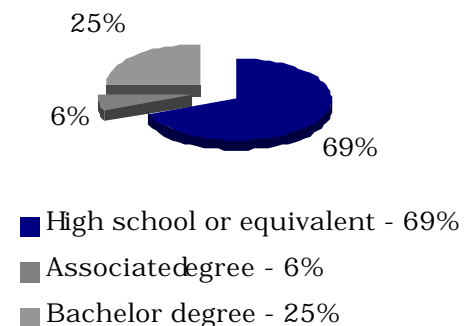
Technical: Ability to apply sales techniques. Ability to prepare and arrange sales contracts. Ability to write effectively. Ability to demonstrate knowledge of specific products. Understanding of inventory techniques . Business math skills. Report writing skills. Record keeping skills. Telephone sales skills. Verbal presentation skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to travel Public contact skills . Possession of a reliable vehicle. Possession of a good DMV driving record.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Social Workers – Except Medical and Psychiatric

OES Code 273050

DESCRIPTION

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Included are Community Organization Social Workers who plan, organize, and work with community groups to solve problems. Not included are Workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.00	\$14.61	\$13.46
New Hire, Experienced	\$8.97	\$17.95	\$14.38
Experienced, 3 Yrs w/firm	\$12.00	\$21.15	\$16.30

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	33%	0%	7%
Dental Insurance	40%	27%	0%	20%
Vision Insurance	27%	20%	0%	40%
Life Insurance	33%	13%	0%	40%
Sick Leave	67%	7%	0%	13%
Vacation	80%	7%	0%	0%
Retirement Plan	20%	27%	13%	27%
Child Care	0%	13%	7%	67%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 24%, Female 76%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	67%
Colleges/Universities	47%
Internet	0%
Trade Journals	7%
Union Hall Referrals	0%
Walk-in Applicants	0%
Newspaper Ads	87%
School/Program Referrals	7%
EDD	7%
In-house Promotion/Transfer	20%
Other	7%

PROJECTIONS

GROWTH RATE - Slower than average
(2.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Social Workers, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Individual and family services	39.0%
Local government	27.7%
Residential Care	8.3%
State government	7.2%
Other	17.8%

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	27%
Graveyard	7%

HOURS

Almost all employers offer work on a full time basis averaging 41 hours per week. Most employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a temporary/on call basis averaging 20 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 195.107-010
CA Occupational Guide # 122

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	89%	29%
No	11%	71%

QUALIFICATIONS

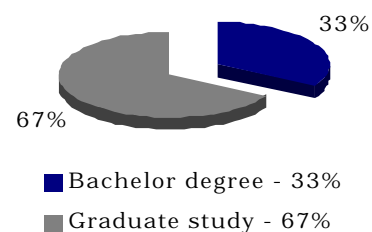
Technical: Ability to interview others for information. Ability to write effectively. Knowledge of veterans services .Knowledge of protective services for children and adults. Knowledge of family social work. Understanding of court proceedings. Record keeping skills. Vocational counseling skills. Possession of a valid driver's license.

Personal: Ability to handle crisis situations. Ability to apply complex rules and regulations. Ability to work independently. Understanding of a variety of cultures. Willingness to work with close supervision .Leadership skills. Possession of a clean police record.

Legally Mandated Requirements: Clinical Social Worker License

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Software Engineers

OES Code 030062999

DESCRIPTION

Software Engineers research, design, and develop computer software systems in conjunction with hardware product development, applying principles and techniques of computer science, engineering, and mathematical analysis. They consult with hardware engineers and other engineering staff to evaluate interface between hardware and software, and operational and performance requirements of overall system. They formulate and design software systems to predict and measure outcome and consequences of design. They develop and direct software system testing procedures, programming, and documentation.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$12.00	\$12.00	\$12.00
New Hire, Experienced	\$14.00	\$45.55	\$20.79
Experienced, 3 Yrs w/firm	\$19.18	\$45.31	\$28.77

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	69%	31%	0%	0%
Dental Insurance	44%	25%	0%	31%
Vision Insurance	25%	25%	0%	50%
Life Insurance	50%	13%	6%	31%
Sick Leave	94%	6%	0%	0%
Vacation	94%	6%	0%	0%
Retirement Plan	25%	19%	25%	31%
Child Care	6%	0%	6%	88%

SIZE OF OCCUPATION

RANGE - Large – 460 to 996 workers

GENDER - Male 95%, Female 5%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	63%
Colleges/Universities	19%
Internet	38%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	19%
Newspaper Ads	50%
Private Employment Agencies	25%
School/Program Referrals	6%
In-house Promotion/Transfer	6%
Other	19%

PROJECTIONS

GROWTH RATE - Much faster than average
(17.4% annually)

Software Engineers, cont.

16 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Electronic computers	44.5%
Computer peripheral equipment	27.0%
Prepackaged software	7.7%
Computer programming services	6.4%
Other	14.4%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	13%
Graveyard	0%

HOURS

All employers offer work on a full time basis averaging 43 hours per week. Few employers offer work on a temporary/on call basis averaging 4 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Few employers offer a bonus ranging from \$.04 to \$9.59 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 030.062-010

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	94%	40%
No	6%	60%

QUALIFICATIONS

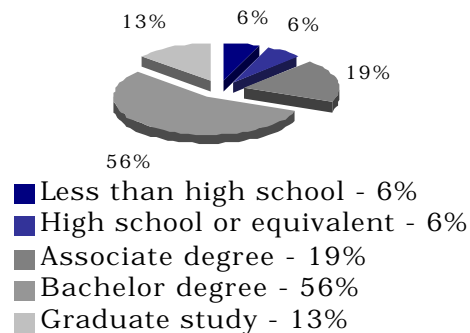
Technical: Ability to design programs. Ability to write software programs in real time environment. Ability to write software program specifications. Ability to fix bugs in software. Ability to develop automated test tools. Ability to use personal computer and assorted software. Ability to communicate technical material in written and verbal form. Knowledge of various programming languages and operating systems, including C, C++, UNIX, Windows platform, HTML, TCP/IP and GUI. Knowledge of computer engineering and electronics. Database software skills.

Personal: Ability to work with other engineers as a team member. Ability to work independently. Willingness to work with close supervision. Ability to work under pressure.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Stock Clerks – Stockroom, Warehouse, Storage Yard

OES Code 580230

DESCRIPTION

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Not included are Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.50	\$6.00
New Hire, Experienced	\$6.25	\$9.00	\$7.50
Experienced, 3 Yrs w/firm	\$8.00	\$12.00	\$10.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.50	\$8.71	\$7.53
New Hire, Experienced	\$7.56	\$15.50	\$10.00
Experienced, 3 Yrs w/firm	\$13.00	\$16.96	\$16.50

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	50%	50%	0%	0%
Dental Insurance	50%	36%	0%	14%
Vision Insurance	50%	29%	0%	21%
Life Insurance	50%	21%	0%	29%
Sick Leave	79%	7%	0%	14%
Vacation	86%	7%	0%	7%
Retirement Plan	50%	36%	0%	14%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Large – 460 to 996 workers

GENDER - Male 77%, Female 23%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	66%
Colleges/Universities	0%
Internet	8%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	58%
Newspaper Ads	50%
Private Employment Agencies	0%
School/Program Referrals	0%
EDD	8%
In-house Promotion/Transfer	33%

PROJECTIONS

GROWTH RATE - Average
(3.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Stock Clerks, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Grocery stores	9.0%
Lumber and other building materials	8.3%
General medical and surgical hospitals	5.9%
Computer terminals	4.2%
Other	72.6%

OTHER INFORMATION

SHIFTS

Day.....	80%
Swing.....	20%
Graveyard	33%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 18 hours per week. Few employers offer work on a seasonal basis averaging 3 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Some employers offer a bonus of \$.05 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 922.687-058
CA Occupational Guide # 63

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	37%	45%
No	63%	55%

QUALIFICATIONS

Technical: Ability to operate a forklift. Ability to stock shelves. Understanding of inventory techniques. Record keeping skills. Labeling skills. Bondable Possession of a valid Class B driver's license.

Physical: Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to work independently. Willingness to work with close supervision Public contact skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 46%
- High school or equivalent - 54%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Tellers

OES Code 531020

DESCRIPTION

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.63	\$7.00
New Hire, Experienced	\$6.50	\$10.00	\$8.25
Experienced, 3 Yrs w/firm	\$7.27	\$11.00	\$9.18

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	20%	80%	0%	0%
Dental Insurance	27%	73%	7%	0%
Vision Insurance	27%	53%	13%	13%
Life Insurance	47%	40%	0%	13%
Sick Leave	67%	27%	0%	7%
Vacation	73%	27%	0%	0%
Retirement Plan	27%	47%	13%	13%
Child Care	0%	13%	0%	87%

SIZE OF OCCUPATION

RANGE - Large – 460 to 996 workers

GENDER - Male 7%, Female 93%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	73%
Colleges/Universities	20%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	60%
Newspaper Ads	60%
Private Employment Agencies	0%
School/Program Referrals	20%
Other	7%
In-house Promotion/Transfer	40%

PROJECTIONS

GROWTH RATE - Slow decline
(-2.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Tellers, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

National commercial banks	49.9%
State commercial banks	26.4%
Savings institutions	14.1%
Other	9.6%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	7%
Graveyard	0%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Almost all employers offer work on a part time basis averaging 26 hours per week. Some employers offer work on a temporary/on call basis averaging 26 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99% , **Most** = 60% to 79%,
Many = 40% to 59% , **Some** = 20% to 39% , **Few** = less than 20%.

Wages: Many employers offer a bonus or sales referral of \$.07 to \$1.44 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 211.362-018
CA Occupational Guide # 109

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	29%	70%
No	71%	30%

QUALIFICATIONS

Technical: Ability to operate 10-key adding machine by touch. Ability to write effectively. Ability to type at least 30 wpm. Record keeping skills. Alphabetic and numeric filing skills. Cash handling skills .Bondable

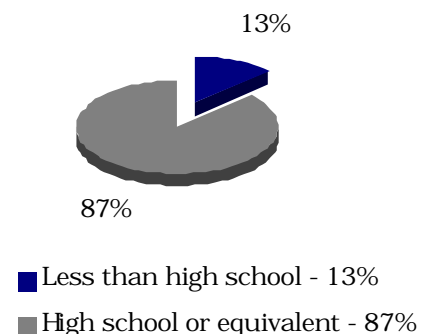
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to perform routine, repetitive work. Ability to work independently. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

Cosumnes River College

Lake Tahoe Community College

Sierra College, Nevada County Campus

Sierra College, Rocklin Campus

Training Provider

Cosumnes River College

El Dorado Center

6699 Campus Drive
Placerville, CA 95667
(530) 642-5644
Fax (530) 642-5652
www.crc.losrios.cc.ca.us

Programs Offered:

Accounting
Administrative Assistant
Administration of Justice
Automotive Mechanics Technology
Computer Information Science
Early Childhood Education
Fire Technology
Human Services
Journalism
Office Administration
Real Estate
Telecommunications Technology

Available Services:

Access to public transportation
Career counseling
Career/vocational assessment
Disabled student access
Distance learning classes
English as a second language
Financial aid/assistance
Veteran approved

Time to Complete Program: 2 - 3 years
Cost: \$11.00/unit
Other Fees: Books
Entrance Requirements: 18 years or older
Received upon Completion: Associate degree or certificate of completion
Open entry/Open exit: No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Training Provider

Lake Tahoe Community College

One College Drive
So. Lake Tahoe, CA 96150-4524
(530) 541-4660 Ext. 211
Fax (530) 541-7852
www.ltcc.cc.ca.us

Programs Offered:

Addiction Studies
Art
Business
Business Office Administration
Computer Studies
Criminal Justice
Culinary Arts
Early Childhood Education
Fire Science
Medical Office Assistant
Photography
Real Estate

Available Services:

Access to public transportation
Career counseling
Career/vocational assessment
Disabled student access
Distance learning
English as a second language
Financial aid/assistance
GED assistance
Job placement assistance
On-site childcare
Veteran approved

Time to Complete Program: 1 - 2 years

Cost: \$7.00/unit

Other Fees: Book/material fees or deposits

Entrance Requirements: Adults or high school graduates

Received upon Completion: Associate degree or certificate of completion

Open entry/Open exit: No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Training Provider

Sierra College, Nevada County Campus

250 Sierra College Drive
Grass Valley, CA 95945
(530) 274-5300
Fax (530) 274-5324
www.sierra.cc.ca.us

Programs Offered: Accounting
Business Administration
Business – Office Technology
Communication Studies
Computer Integrated Electronics
Computer Studies
Drafting
Early Childhood Education
Health Careers – Office Technology
Management

Available Services: Access to public transportation
Career counseling
Career/vocational assessment
Disabled student access
Distance learning
English as a second language
Financial aid/assistance
Job placement
On-site childcare
Veteran approved

Time to Complete Program: 1 - 2 years
Cost: \$11.00/unit
Other Fees: \$12.00 health fee, \$6.00 student fee, books
Entrance Requirements: Adults or high school graduates
Received upon Completion: Associate degree or certificate of completion
Open entry/Open exit: No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Training Provider

Sierra College, Rocklin Campus

5000 Rocklin Road
Rocklin, CA 95677
(916) 781-0430
Fax (916) 781-0403
www.sierra.cc.ca.us

Programs Offered:

Accounting	Fashion Merchandising
Agricultural, General, Suburban	Fire Science
Animal Husbandry	Forestry
Apparel Design & Production	Geology
Automotive Analysis	Health Sciences
Business Administration	Horticulture, Environmental
Business – Office Technology	Industrial Technology, General
Communication Studies	Management
Computer Integrated Electronics	Marketing
Computer Studies	Metals/Manufacturing Technology
Construction Technology	Mining
Drafting	Nursing, Registered
Early Childhood Education	Nursing, Vocational
Engineering	Photography
Equine Studies	Real Estate
	Teachers' Aide

Available Services:

- Access to public transportation
- Career counseling
- Career/vocational assessment
- Disabled student access
- English as a second language
- Financial aid/assistance
- GED assistance
- Job placement assistance
- On-site childcare
- Veteran approved

Time to Complete Program: 1 - 2 years
Cost: \$11.00/unit
Other Fees: \$12.00 health fee, \$6.00 student fee, books
Entrance Requirements: Adults or high school graduates
Received upon Completion: Associate degree or certificate of completion
Open entry/Open exit: No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

REGIONAL OCCUPATIONAL PROGRAMS (ROP)

Central Sierra ROP

49er ROP

Training Provider

Central Sierra Regional Occupational Program

El Dorado County

4675 Missouri Flat Road
Placerville, CA 95667
(530) 621-0123
Fax (530) 642-0287

Mailing Address:
P.O. Box 1450
Diamond Springs, CA 95619

Programs Offered:

Animal Health	Electronics
Architect – CAD Drafting	Fire Control Technician
Automotive Services, Body	Graphic Arts/Printing
Automotive Services, Engine	Law Enforcement
Computer Studies	Manicuring
Computer Technician	Marketing Skills
Cosmetology	Medical Assisting
Culinary Arts	Metal Fabrication/Welding
Dental Assistant	Photography
Early Childhood Education	Video Production

Available Services:

Access to public transportation
Career counseling
Career/vocational assessment
Disabled student access
Veteran approved

Time to Complete Program: 2 – 18 months

Cost: \$20.00 - \$80.00/semester

Other Fees: Books/material fees or deposit

Entrance Requirements: 16 years or older

Received upon Completion: Certificate of completion

Open entry/Open exit: No

Training Provider

49er Regional Occupational Program

Nevada and Placer County

360 Nevada Street
Auburn, CA 95603
(530) 889-5949
Fax (530) 887-1704
www.49errop.com

Programs Offered:

A+ Certification Preparation	Electronics, Basic
Accounting	Electronics, Advanced
Animal and Veterinary Careers	Fashion Merchandising
Automotive Services	Financial Services Careers
Automotive Technologies	Graphic Communications
Business Careers	Graphic Arts/Printing
Computer Studies	Health Careers
Computer Systems Management	Marketing and Sales Careers
Construction Technologies	Medical Assisting
Cosmetology	Medical Terminology
Dental Assisting	Network Tech.-Cisco System
Early Childhood Education	Sports Medicine Careers
	Video Production

Available Services:

Access to public transportation
Apprenticeship programs
Career counseling
Career/vocational assessment
Disabled student access
Job placement assistance

Time to Complete Program: 1 - 2 semesters
Cost: \$50.00/semester plus class registration fee
Other Fees: Books/material fees or deposit
Entrance Requirements: 16 years or older
Received upon Completion: Certificate of completion
Open entry/Open exit: No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

ADULT EDUCATION

Nevada Union Adult Education

Placer School for Adults

Roseville Adult School

Training Provider

Nevada Union Adult Education

Nevada County

11229 McCourtney Road
Grass Valley, CA 95949
(530) 272-2643
Fax (530) 272-3422

<i>Programs Offered:</i>	Accounting, Beginning Accounting, Advanced Basic Computer Skills and Applications Computers Emergency Medical Technician Furniture/Cabinet Making Welding
<i>Available Services:</i>	Access to public transportation Career counseling Disabled student access English as a second language GED assistance
<i>Time to Complete Program:</i>	1 – 8 months
<i>Cost:</i>	\$25.00 - \$75.00
<i>Other Fees:</i>	Books/material fees or deposit
<i>Entrance Requirements:</i>	Computer classes require keyboard knowledge; otherwise; no prerequisites
<i>Received upon Completion:</i>	Certificate of completion
<i>Open entry/Open exit:</i>	No

Training Provider

Placer School for Adults

Placer County

390 Finley Street

Auburn, CA 95603

(530) 885-8585

Fax (530) 823-1406

www.puhsd.k12.ca.us/adult

Programs Offered:

AutoCAD – Levels I, II, III & Design/Molding
Automated Accounting/Quickbooks
Computer and Office Skills (Passage)
Cosmetology/Manicurist **Call for cost information*
Desktop Publishing (PageMaker & Microsoft Publisher)
FrontPage & HTML
Graphic Design (PhotoShop)
Hospitality
Microsoft Office Applications
Operating Systems - Macintosh
Welding
Woodworking

Available Services:

Access to public transportation
Career counseling
Counseling services for GED
Distance learning
English as a second language
Financial aid/assistance
Job placement assistance
Services for disabled
Veteran Assistance/Approved

Time to Complete Program: 8 hours - 5 months

Cost: \$55.00 - \$179.00

Other Fees: Material fees/lab fees

Entrance Requirements: 18 years or older

Received upon Completion: Certificate of completion

Open entry/Open exit No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Training Provider

Roseville Adult School

Placer County

200 Branstetter Street
Roseville, CA 95678
(916) 782-3952
Fax (916) 782-4361
www.rjuhsd.k12.ca.us

<i>Programs Offered:</i>	Accounting Clerk, Computerized Computer Training Cosmetologist/Esthetician Desktop Publishing Drafting Microsoft Software Applications Small Business Owner
<i>Available Services:</i>	Access to public transportation Career counseling Disabled student access English as a second language GED assistance Job placement
<i>Time to Complete Program:</i>	2 weeks – 1 year
<i>Cost:</i>	\$20.00 - \$65.00
<i>Other Fees:</i>	Books/material fees or deposit
<i>Entrance Requirements:</i>	Keyboard knowledge. For Cosmetologist/Esthetician – check with school
<i>Received upon Completion:</i>	Certificate of completion Cosmetologist/Esthetician; Licensed Cosmetologist after passing State Board
<i>Open entry/Open exit:</i>	Yes

PRIVATE SCHOOLS

Aviation and Electronic Schools of America

The Body Institute

California College of Ayurveda

California Motel Training

California Paralegal College

Clinical Touch School of Massage Therapy

Heald College, Schools of Business and Technology

Healing Arts Institute

InnerQuest Alchemical Hypnotherapy Institute

Jerry Lee Beauty College

Lake Tahoe Massage School

New Directions Learning Center

Northern California Training Institute

Phillips School of Massage

Sierra Family Services

Truckee Tahoe Training

Private Schools

Aviation & Electronic Schools of America

P.O. Box 1810
Colfax, CA 95713
(530) 346-6792
Fax (530) 346-8466
www.aesa.com

<i>Programs Offered:</i>	Aviation related job courses Computers Electronics Telecommunications
<i>Available Services:</i>	Distance learning Job placement assistance Veteran approved
<i>Time to Complete Program:</i>	1 week – 6 months
<i>Cost:</i>	\$350.00 - \$2000.00
<i>Other Fees:</i>	None
<i>Entrance Requirements:</i>	18 yrs. old, high school diploma or GED, basic understanding of math
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	No

The Body Institute

8331 Sierra College Blvd., Suite 210
Granite Bay, CA 95746
(916) 791-1951
Fax (916) 791-0119
www.bodyinstitute.com

<i>Programs Offered:</i>	Massage
<i>Available Services:</i>	Career development Counseling Disabled student access Financial aid Job placement assistance
<i>Time to Complete Program:</i>	20 weeks – 1 ½ years
<i>Cost:</i>	\$1,624.00 - \$4,080.00
<i>Other Fees:</i>	None
<i>Entrance Requirements:</i>	None
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

California College of Ayurveda

1117 A East Main Street

Grass Valley, CA 95945

(530) 274-9100

Fax (530) 274-7350

www.ayurvedacollege.com

<i>Programs Offered:</i>	Clinical Ayurvedic Specialist
<i>Available Services:</i>	Access to public transportation Disabled student access Career/vocational assessment In-house financing
<i>Time to Complete Program:</i>	2 years
<i>Cost:</i>	\$7,000.00
<i>Other Fees:</i>	Application and registration fees, book/material fees, equipment fees
<i>Entrance Requirements:</i>	High school diploma
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	No

California Motel Training

801 Riverside Ave., Suite 104

Roseville, CA 95678

(916) 791-8250

Fax (916) 791-8269

<i>Programs Offered:</i>	Hotel/Motel Management Training
<i>Available Services:</i>	Access to public transportation Career counseling Job placement assistance Resume Veteran approved
<i>Time to Complete Program:</i>	5 weeks
<i>Cost:</i>	\$3,297.00
<i>Other Fees:</i>	None
<i>Entrance Requirements:</i>	21 years old, ATB exam, math test, interview
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

California Paralegal College

461 Grass Valley Hwy., Suite 18
Auburn, CA 95603
(530) 272-5768 (Fax also)

Mailing address:
13809 Saddleback Road
Grass Valley, CA 95945

Programs Offered: Paralegal

Available Services: Access to public transportation
Career counseling
Career/vocational assessment
Job placement assistance
Private student loans/ payment plans available

Time to Complete Program: 10 – 18 months

Cost: Approximately \$6,064.00

Other Fees: None

Entrance Requirements: High school diploma or GED, successful completion of PAR Aptitude test, tour of school, and personal interview with director

Received upon Completion: Certificate of completion

Open-entry/Open-exit: Yes

Clinical Touch School of Massage Therapy

6815 Five Star Boulevard, Ste. 105
Rocklin, CA 95677
(916) 630-1215
Fax (916) 630-7616

Programs Offered: Massage Therapy I
Massage Therapy II

Available Services: Access to public transportation Disabled student access
Career counseling Payment plans available

Time to Complete Program: 10 weeks each

Cost: \$1,000.00 each

Other Fees: None

Entrance Requirements: 18 years old, high school graduate, able to communicate in English

Received upon Completion: Certificate of completion

Open-entry/Open-exit: No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

Heald College, Schools of Business & Technology

7 Sierra Gate Plaza
Roseville, CA 95678
(916) 789-8600
Fax (916) 789-8630
www.heald.edu

<i>Programs Offered:</i>	Business Software Applications Electronics Technology Computer Business Administration Network Tech. – Cisco Systems Computer Technology Network Tech. – Microsoft Windows 2000
<i>Available Services:</i>	Access to public transportation Job placement assistance Career counseling Veteran approved Financial aid/assistance
<i>Time to Complete Program:</i>	12 – 18 months
<i>Cost:</i>	\$5,280.00 - \$10,560.00
<i>Other Fees:</i>	Book fees \$800.00 - \$1,600.00
<i>Entrance Requirements:</i>	High school graduate, GED, state certificate, certificate of completion of home study program
<i>Received upon Completion:</i>	Diploma or associate in applied science degree
<i>Open-entry/Open-exit:</i>	No

Healing Arts Institute

112 Douglas Boulevard
Roseville, CA 95678
(916) 782-1275 or (800) 718-6824
Fax (916) 783-4258
www.abundanthealth.com

<i>Programs Offered:</i>	Accupressure Massage Training Massage Therapy Training
<i>Available Services:</i>	Access to public transportation Payment plans available Career counseling
<i>Time to Complete Program:</i>	3 weeks – 12 weeks
<i>Cost:</i>	\$1,080.00
<i>Other Fees:</i>	Book/material fees and registration fee
<i>Entrance Requirements:</i>	18 years old, high school graduate
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

InnerQuest Alchemical Hypnotherapy Institute

1215 High Street, Ste. 102

Auburn, CA 95603

(530) 889-8505

Fax (530) 889-8946

www.thequalityoflife.com/InnerQuest

Programs Offered: Hypnotherapy

Available Services: Career Assessment

Time to Complete Program: 9 months

Cost: \$2,400.00

Other Fees: None

Entrance Requirements: 18 years or older

Received upon Completion: Certificate

Open-entry/Open-exit: No

Jerry Lee Beauty College

200 Whyte Avenue

Roseville, CA 95661

(916) 726-5577

Fax (916) 726-3213

Programs Offered: Cosmetology
Esthetician
Manicuring

Available Services:

Access to public transportation	Disabled student access
Career/vocational assessment	Financial aid/assistance
Career counseling	Job placement
Discounts available for advance payment	Veteran approved

Time to Complete Program: 10 weeks - 1 year

Cost: \$2,650.00 – \$5,575.00

Other Fees: None

Entrance Requirements: 16 years old, school entrance exam

Received upon Completion: Certificate of completion

Open-entry/Open-exit: Yes

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

Lake Tahoe Massage School

P.O. Box 9927
South Lake Tahoe, CA 96158
(530) 544-1227

www.laketahoemassageschool.com

Programs Offered:	Massage Practitioner Program	
Available Services:	Access to public transportation	Financial aid
	Career counseling	Job placement assistance
		Payment plan available
Time to Complete Program:	3 months	
Cost:	\$1,250.00	
Other Fees:	None	
Entrance Requirements:	None	
Received upon Completion:	Certificate of completion	
Open-entry/Open-exit:	No	

New Directions Learning Center

151 N. Sunrise Ave., Suite 1107
Roseville, CA 95661
(916) 788-1575
Fax (916) 788-1675

www.ndlchome.com

Programs Offered:	Administrative Assistant	Medical Transcriber
	Billing Clerk – Medical	Medical Receptionist
	Billing Clerk (Advanced)	Health Unit Coordinator
	Bookkeeper (Computerized Accounting)	
	Customer Service Clerk	
	General Clerk	
	Dispatcher	
Available Services:	Access to public transportation	GED assistance
	Career/vocational assessment	Job placement assistance
	Disabled student access	Services for the disabled
Time to Complete Program:	8 to 30 weeks	
Cost:	\$2,400 - \$6,900.00	
Other Fees:	None	
Entrance Requirements:	16 years or older, school entrance exam	
Received upon Completion:	Certificate of completion	
Open-entry/Open-exit:	Yes	

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

Northern California Training Institute

333 Sunrise Avenue, Ste. 500

Roseville, CA 95661

(916) 960-6284

Fax (916) 960-6296

www.ncti-online.com

<i>Programs Offered:</i>	Emergency Medical Technician Paramedic	
<i>Available Services:</i>	Access to public transportation Career/vocational assessment Veteran approved	Disabled student access Job placement assistance
<i>Time to Complete Program:</i>	8 weeks – 12 months	
<i>Cost:</i>	\$1,100.00 - \$6,800.00	
<i>Other Fees:</i>	Paramedic fees of \$650.00 - \$1,000.00	
<i>Entrance Requirements:</i>	18 years of age, high school diploma or GED Paramedic prerequisite – Possess CPR, EMT I, EMT B, EMT II	
<i>Received upon Completion:</i>	Certificate of completion	
<i>Open-entry/Open-exit:</i>	No	

Phillips School of Massage

101 “B” Broad Street

Nevada City, CA 95959

(530) 265-4645

Fax (530) 265-9485

Mailing address:

P.O. Box 1999

Nevada City, CA 95959

www.handsinharmony.com

<i>Programs Offered:</i>	Massage Therapy CMT (Certified Massage Therapy)	
<i>Available Services:</i>	Access to public transportation Continuing education for healthcare professionals Career counseling Housing placement Payment plan and prepayment discount	
<i>Time to Complete Program:</i>	7 weeks to 6 months	
<i>Cost:</i>	\$1,900.00 - \$2,850.00	
<i>Other Fees:</i>	None	
<i>Entrance Requirements:</i>	Ability to learn massage therapy	
<i>Received upon Completion:</i>	CMT certificate of completion	
<i>Open-entry/Open-exit:</i>	No	

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

Sierra Family Services

1240 High Street, Suite 14
Auburn, CA 95603
(530) 885-4632
Fax (530) 885-4669

<i>Programs Offered:</i>	Office Skills and Computer Training	
<i>Available Services:</i>	Access to public transportation	Disabled student access
	Career counseling	Job placement assistance
	Career/vocational assessment	
<i>Time to Complete Program:</i>	9 weeks	
<i>Cost:</i>	\$4,359.00	
<i>Other Fees:</i>	None	
<i>Entrance Requirements:</i>	Keyboard familiarity, aptitude for working with computers, motivation and availability for employment	
<i>Received upon Completion:</i>	Certificate of completion	
<i>Open-entry/Open-exit:</i>	No	

Truckee Tahoe Training

10015 Palisades Dr., Suite 3
Truckee, CA 96161
(530) 582-0361
Fax (530) 587-3827

<i>Programs Offered:</i>	Computer Information Classes
<i>Available Services:</i>	Career assessment
	Career counseling
	Disabled student access
<i>Time to Complete Program:</i>	12 – 60 hours
<i>Cost:</i>	\$45.00 - \$200.00/class
<i>Other Fees:</i>	Books and supplies
<i>Entrance Requirements:</i>	High school diploma or GED
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	Yes

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

APPENDIX

DEFINITIONS AND TERMINOLOGY

Occupational Title and Definition

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles or Dictionary of Occupational Titles (DOT). The occupations were selected for survey based on the needs of local users of occupational information.

Wages and Benefits

The wage data enable comparison of salaries across occupations expressed in salary ranges and median wage. The data are not intended to represent official prevailing wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. The ranges are based primarily on employer surveys and contacts with unions. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Employers were asked if their employees' wages were subject to collective bargaining or union agreement.

Data collection was conducted in the summer of 1999, the summer of 2000, and the summer of 2001. The 1999 and 2000 data reflect a minimum wage of \$5.75 per hour. The 2001 data reflect an increase in the minimum wage to \$6.25 per hour. Wage data does not reflect the January 1, 2002 increase in the minimum wage to \$6.75 per hour.

Wage data reflect the following definitions:

- | | | |
|---|---|--|
| New Hires, no experience | - | The wages of persons trained or untrained but with no paid experience in the occupation. |
| New Hires, experienced | - | The wages paid to journey-level or experienced persons just starting at the firm. |
| Experienced after three years with firm | - | The wages generally paid to persons with three years journey-level experience at the firm. |

Benefits surveyed include Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid Sick Leave, Paid Vacation, Retirement Plan, Child Care and Other (not shown). Employers were asked if they offered benefits and, if so, who paid for the benefits.

Projections

The following standard terms describe the expected growth rate for all occupations within Golden Sierra's five county area. The growth rate for 1999 and 2000 surveyed occupations was obtained from the 1995 through 2002 projections and was determined to be 27.7% (4% annually). The growth rate for 2001 surveyed occupations was obtained from the 1997 – 2004 projections and was determined to be 33.4% (4.8% annually). Growth rates determined were from Projections and Planning Information, Golden Sierra Consortium, published by the State of California, Employment Development Department, Labor Market Information Division. Employment trends are subject to many unforeseen factors, and it is important not to overemphasize growth in an occupation. The growth rate terms are described as follows:

Much Faster Than Average	-	1.50 times average or more
Faster Than Average	-	1.10 to but not including 1.50
Average	-	0.90 to but not including 1.10 times average
Slower than Average	-	0 to 0.90 times average
Remain Stable	-	Zero
Slow Decline	-	Less than zero

For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are numerous in occupations with relatively low training. For occupations with DOT Titles, projections were used from similar occupations.

Size of Occupation

This term is used to describe the size of a particular occupation as it relates to the estimated total number of workers in the Golden Sierra area (Alpine, El Dorado, Nevada, Placer, and Sierra Counties). Occupational size for this report is measured using the following scale:

1999 Size of Occupation

Small	-	less than 230 workers
Medium	-	230 to 459 workers
Large	-	460 to 996 workers
Very Large	-	more than 996 workers

2000 Size of Occupation

Small	-	less than 238 workers
Medium	-	238 to 475 workers
Large	-	476 to 1030 workers
Very Large	-	more than 1030 workers

2001 Size of Occupation

Small	-	less than 267 workers
Medium	-	267 to 533 workers
Large	-	534 to 1156 workers
Very Large	-	more than 1157 workers

Also shown are the percentages of males and females reported to be employed in this occupation.

Supply/Demand Assessment

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry-level and experienced positions in the occupation. The terms used to describe the supply/demand situation found in the area are currently defined as follows:

Supply/Demand Terminology

Very Difficult	Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter little competition in their job search.
Moderately Difficult	Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Applicants encounter some competition in their job search.
Not Difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicant.

Hiring Methods surveyed include In-house Promotions or Transfers, Newspaper Ads, Internet, EDD, Walk-in Applicants, Colleges/Universities, School/Program Referrals, Union Hall Referrals, Employee Referrals, Private Employment Agencies, Trade Journals, and Other. When Other had a response, the Other category was included in the responses by replacing another hiring method category having no responses.

Where the Jobs Are

Information on the major industries employing each occupation is based on the Golden Sierra "Projections for Employment" provided by EDD/LMID. The terms used in this section are taken from the Standard Industrial Classification (SIC) Manual. Usually, the top four or five industries are reported, in addition to the Other category. The Other category includes all the other industries too numerous to identify.

Other Information

This section shows survey information regarding the shifts, hours worked, and any additional wage information from the employers responding to the survey. Other sources of information include CA Occupational Guide # from the June 1998 edition of the California Occupational Guide and DOT Code # from the Dictionary of Occupational Titles, Revised 4th Edition.

When reference is made to “most,” “many,” or “some,” the following guidelines apply:

All Employers	-	100%
Almost All Employers	-	80% up to but not including 100%
Most Employers	-	60% up to but not including 80%
Many Employers	-	40% up to but not including 60%
Some Employers	-	20% up to but not including 40%
Few Employers	-	Less than 20%

Employer Requirements

Training and Experience

This section presents the percentages of employers surveyed who require work experience as a prerequisite for employment and accept training as a substitute for required experience.

Qualifications

Skills for the occupations in this report are grouped into three categories: Technical, Physical, and Personal. Information in this section was collected from the CCOIS Skills by Occupation Report. Skills for the DOT Titles were taken from similar occupations.

Licensing

When licensing is required for an occupation, the requirements are included in the Qualifications section of the occupational summary.

Education

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

PROGRAM METHODS

Occupational Selection

A multi-step process was used to select the occupations for the 1999, 2000, and 2001 projects.

To narrow the list of potential occupations to be surveyed, Golden Sierra and Labor Market Information Division of the State of California established criteria which an occupation had to meet:

- Training should be required for entry into the occupation.
- Occupations should provide needed occupational information for potential users.
- Occupations should be defined by the OES classification system and/or Dictionary of Occupational Titles. Exceptions may be approved by the Labor Market Information Division.

Using the above criteria, Golden Sierra staff was able to put together a preliminary list of occupations. This preliminary list was sent to community members who are potential users of labor market information. These individuals were asked to supply comments and recommendations. Valuable input was received from the community members.

Using the local input from potential users in conjunction with the established guidelines, Golden Sierra staff selected the occupations for inclusion in the 1999, 2000, and 2001 surveys.

Definitions of Occupations

An occupation has a name or title and a description of the job that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. Job Classifications used in this program are derived from the Occupational Employment Statistics (OES) classification system and the Dictionary of Occupational Titles (DOT) developed by the U. S. Department of Labor's Bureau of Labor Statistics (BLS). Labor market information users find these occupational data sources comprehensive and economically useful. If a DOT code definition does not describe an

occupation accurately, the DOT definition may be modified slightly to more closely represent the occupation. This new definition is considered to be a Modified DOT Code. The last three digits of a Modified DOT Code are always 999.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation.

An important consideration in determining the sample was to accurately represent both businesses and workers. To accomplish this, businesses are assigned to one or more of nine major industry groups (agriculture, retail sales, manufacturing, construction, etc.), utilizing the Standard Industrial Classification (SIC) Codes. Assignments to the industrial groups are determined by examining the economic activity (products or services produced) in which the business is engaged. The businesses in the sample should reflect the incidence of workers within the industry group.

Employment Development Department staff of Labor Market Information Division, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. Each occupation sample was assigned 40 active employers; however, some occupations had fewer. This sample was carefully reviewed by Golden Sierra staff, and employers were added and deleted as appropriate.

Questionnaire Development

Separate questionnaires were developed for each of the occupations. The Employment Development Department developed the framework of questions to be asked. Some questions, which were reviewed by the Golden Sierra staff, were asked for all occupations.

Survey Procedures

Golden Sierra used the following survey procedures:

- Golden Sierra called the employers of a sample to ask if they would be willing to participate in this survey process.
- A cover letter introducing the survey, and a survey were then sent or faxed to each active employer in the sample. The letter explained the purpose and methods of the survey. The confidentiality of the information was clearly expressed to the employers.
- If an employer did not respond to the mailing or fax, Golden Sierra staff would again contact them by phone to request their cooperation in this survey.
- If a sufficient number of responses (50%) could not be obtained in a reasonable time with the employers in the active sample, employers from the inactive list could be contacted or staff could use their own knowledge of local firms, yellow pages, local Chambers of Commerce, or local Economic Resource Council to add to the list.
- All surveys were reviewed by the Golden Sierra staff to monitor for accuracy and completeness. Employers were contacted if the answers to the survey questions were unclear or conflicted with other answers or information.
- To acquire additional information about the occupations, Golden Sierra contacted training providers and schools.

Tabulation and Results

The survey responses were entered into a database and tabulations were prepared. From those tabulations the data was analyzed and final occupational summaries were prepared by Golden Sierra staff. Each occupational summary provides information on training and hiring requirements, size of occupation, employment trends, supply/demand assessment, wages and fringe benefits, and other information. Specific employer information is and will remain confidential.

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: 169167998 Office Managers

Office Managers coordinate activities of clerical personnel in organization: Analyzes and organizes office operations and procedures, such as typing, filing, preparation of payroll, requisition of supplies, and other clerical services. Evaluates office production, revises procedures, or devises new forms to improve efficiency of workflow. Establishes uniform correspondence procedures and style practices. Coordinates activities of various clerical departments or workers within department. Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness. May prepare organizational budget and monthly financial reports. May hire, train, and supervise clerical staff. May compile, store, and retrieve managerial data using computer.

Does your firm employ any individual performing the duties in the occupation described above? ☐ Yes ☐ No

If yes, please complete this survey for the occupation described.

If no, please return this questionnaire to the above address.

If your firm has multiple locations, please confine your answers to locations in **your county**.

1. What job title(s) does your firm use for these duties ?	Job Title(s):		
2. a. How many employees does your firm currently have in this occupation ?	Number of Employees:		
b. In this occupation , how many are:	Number of Males:	Number of Females:	
c. In this occupation , how many current employees are there and on average how many weekly hours do they work?			
Regular, Full Time:	Number of Employees:	Average Weekly Hours Worked:	
Regular, Part Time:	Number of Employees:	Average Weekly Hours Worked:	
Temporary/On Call:	Number of Employees:	Average Weekly Hours Worked:	
Seasonal:	Number of Employees:	Average Weekly Hours Worked:	
3. In your firm, what shifts are available for this occupation ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____		
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, how many were hired to fill:		vacancies resulting from promotions within your firm?	
		vacancies resulting from people in permanent positions leaving your firm?	
		new permanent positions resulting from growth?	
		temporary, on call, or seasonal positions?	
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow		
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow		
6. When you hire applicants for this occupation , is prior experience in this occupation required? If yes or preferred, how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)		
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)			
Not Difficult 1 2 3 4 Difficult			
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)			
Not Difficult 1 2 3 4 Difficult			

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)			
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)			
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).					
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study					
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.			
<ul style="list-style-type: none"> • New hires, no experience (trained or untrained): • New hires who are experienced: • Experienced employees after 3 years with your firm: <p style="text-align: center;">(Please check one)</p>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify: _____		
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____		
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:					
	<u>Employer Pays All</u>		<u>Share Cost</u>	<u>Employee Pays All</u>	<u>Not Provided</u>
	FT	PT	FT	PT	FT PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Other (Please Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
15. a. Does your firm ever promote employees in this occupation to higher level positions?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____		
If yes, what are the titles of the positions to which they may be promoted?			_____		
b. What skills are important for career advancement?			_____		
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)					
Specify software names: <input type="checkbox"/> None					
<input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____					
17. What other new skills are needed to perform the duties of this occupation? _____					
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?					
<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Internet <input type="checkbox"/> EDD <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> School/program referrals <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Employee referrals <input type="checkbox"/> Private employment agencies <input type="checkbox"/> Trade journals <input type="checkbox"/> Other (Please specify): _____					
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:			<input type="checkbox"/> Yes <input type="checkbox"/> No _____		
Would you like to receive a complimentary copy of the survey results for this occupation?					<input type="checkbox"/> Yes <input type="checkbox"/> No

GOLDEN SIERRA'S OCCUPATIONS SURVEYED 1990 – 2001

Accountants and Auditors - 93 - 98	Electronic Home Entertainment Equip. Repairs - 90
Animal Health Technicians - 96 - 00	Emergency Medical Technician / Paramedic - 91
Appraisers - Real Estate - 95	Excavating and Loading Machine Operators - 97
Assemblers and Fabricators - 93 - 96	Financial Managers - 93 - 98
Automotive Body Repair - 92 - 96 - 00	Firefighters - 92 - 97
Automotive Mechanics - 92 - 96 - 00	First Line Supervisors - 97
Bakers - Bread and Pastry - 92 - 97	Forklift Operators - 99
Bartenders - 92 - 96	Food Preparation Workers - 92 - 96
Billing, Cost & Rate Clerks - 96	Food Service Managers - 93 - 97
Bookkeeping/Accounting/Auditing Clerks - 90, 94, 98	Gardeners, Groundskeepers - Except Farm - 95
Bus and Truck and Diesel Engine Specialists - 93	General Office Clerks - 91 - 95 - 99
Butchers and Meat Cutters - 93	Guards and Watch Guards - 93
Cabinetmakers and Bench Carpenters - 90	Hairdressers, Hair stylists and Cosmetologists - 91
Call Center Workers - 01	Heating/Refrig./ Air Conditioning Mech. - 92 - 98
Carpenters - 90 - 93 - 98	Home Health Aides - 92 - 95 - 99
Cashiers - 91 - 95 - 99	Hotel Desk Clerks - 90 - 97 - 01
Child Care Workers - 90 - 94 - 98	Human Services Worker - 94 - 00
Clergy - 98	Instructional Aides - 92 - 96 - 00
Computer Aided Design Technicians - 96 - 00	Instructors & Coaches - Sports & Physical Trng - 95
Computer Engineers - 97	Internet Web Sit Designers/Developers - 99
Computer Graphics Specialists - 00	Interior Designers - 97
Computer Operators -Except Peripheral Equip. - 90	Janitors and Cleaners - Except Maids - 91 - 95 - 99
Computer Programmers, Including Aides - 00	Laborers, Landscaping & Groundskeeping - 91 - 98
Computer Support Specialist - 97 - 01	Lan/Wan Network Managers - 97
Concrete and Terrazzo Finishers - 93	Laundry and Dry-Cleaning Machine Operators - 95
Construction Manager - 94	Legal Secretaries - 93 - 97
Cooks - Restaurants - 90 - 95 - 99	Licensed Vocational Nurses - 90 - 95 - 99
Cooks - Short Order - 94 - 98	Loan and Credit Clerks - 92 - 00
Cooks - Specialty Fast Food - 00	Loan Officers and Counselors - 93 - 98
Counter and Rental Clerks - 94 - 99	Lodging Managers - 94 - 98
Customer Service Representatives - 00	Machinists - 90 - 94 - 99
Database Administrators - 01	Maids and Housekeeping Cleaners - 91 - 99
Data Entry Keyers - 91	Maintenance Repairers, General Utility - 90 - 99
Data Processing Equipment Repairers - 98	Managers, Retail Store - 00
Dental Assistants - 95 - 98	Marketing, Ad. & Public Relations Mgr. - 94 - 01
Dental Hygienists - 92 - 96 - 01	Medical and Clinical Lab Assistants - 99
Dental Lab Technician, precision - 94	Medical and Clinical Lab Technicians - 93
Desktop Publishing - 90 - 98	Medical Assistants - 90 - 93 - 97
Drafters - 91	Medical Secretaries - 91
Driver/Sales Workers - 98	Network Control Technicians - 00
Drywall Installers - 91	Nurse Practitioners - 00
Electrical/Electronic Engineering Technicians - 90 - 93 -96	Nursery Worker - 94 - 97
Electrical and Electronic Assemblers - 93 - 97 - 01	Nurse's Aides - 91 - 94 - 98
Electricians - 92 - 96	Office Managers - 01
Electronic and Electrical Engineers - 91	Operating Engineer - 94

Optometric Assistant - 97 - 01	Underwriters - 95
Painters and Paperhangers - 90	Veterinarians and Veterinary Inspectors - 93
Paralegal Personnel - 91 - 95 - 99	Waiters and Waitresses - 93 - 96 - 00
Personnel Managers - 01	Welders and Cutters - 92 - 97
Personnel, Training, Labor Relations Specialists - 95	Welfare and Eligibility Workers & Interviewers - 92
Pest Controllers and Assistants - 95	
Pharmacy Technicians - 95 - 00	
Physical Therapist Aide - 96	
Physical Therapist Assistant - 96	
Physical Therapists - 94 - 99	
Physicians' Assistants - 00	
Police Patrol Officers - 94 - 01	
Precision Assemblers - Electronic/Electrical Repair- 90	
Printing Press Operators and Tenders - 95	
Property and Real Estate Managers - 93	
Radiological Technologists, Diagnostic - 94	
Receptionists and Information Clerks - 96 - 91 - 00	
Registered Nurses - 92 - 97 - 01	
Roofer - 94	
Sales Agents and Placers - Insurance - 98	
Sales Agents - Selected Business Services - 99	
Sales Person - Retail - 90 - 96 - 01	
Sales Persons - Parts - 95	
Sawing Machine Operators and Tenders - 90	
Secretaries, General - 90 - 93 - 98	
Sheet Metal Worker - 94	
Sheriffs and Deputy Sheriffs - 01	
Ski Lift Mechanics - 90	
Social Workers - Except Medical & Psychiatric - 99	
Software Engineers - 99	
State Highway Police Officers - 01	
Stock Clerks - Sales Floor - 92 - 96	
Stock Clerks - Stockroom, Warehouse, Storage Yard - 99	
Surveyors - 98	
Systems Analyst - 94 - 01	
Teachers, Preschool - 91 - 96 - 01	
Teachers - Elementary - 92 - 97 - 01	
Teachers - Secondary - 92 - 97 - 01	
Teachers - Special Education - 96 - 00	
Tellers - 91 - 95 - 99	
Tire Repairer & Changer - 94	
Title Examiners and Abstractors - 93	
Traffic, Shipping and Receiving Clerks - 92 - 97 - 01	
Travel Agents - 92	
Truck Drivers, Heavy or Tractor Trailer - 90 - 98	
Truck Drivers - Light - 91 - 95 - 00	
Typists, Word Processors - 90	

INDEX OF PROGRAMS

Index of Programs

Agriculture

Agriculture, General (Sierra College), 147
Agriculture, Suburban (Sierra College), 147

Animals

Animal Health (CS ROP), 150
Animal Husbandry (Sierra College), 147
Animal and Veterinary (49er ROP), 151
Equine Studies (Sierra College), 147

Apparel

Apparel Design & Production (Sierra College), 147
Fashion Merchandising (Sierra College), 147
Fashion Merchandising (49er ROP), 151

Art

Art (Lake Tahoe CC), 145

Automotive

Automotive Analysis (Sierra College), 147
Automotive Mechanics Technology
(Cosumnes), 144
Automotive Services (49er ROP), 151
Automotive Services (Body) (CS ROP), 150
Automotive Services (Engine) (CS ROP), 150
Auto Technologies (49er ROP), 151

Aviation

Aviation (Aviation & Elec. School), 158

Business

Accounting (49er ROP), 151
Accounting (Cosumnes), 144
Accounting (NU Adult Ed), 154
Accounting (Sierra College), 147
Accounting (Sierra College, NCC), 146
Accounting Clerk (Roseville Adult), 156
Administrative Assistant (Cosumnes), 144
Administrative Assistant (New Directions), 163
Automated Accounting (Placer School), 155
Bookkeeper (Computerized Accounting)

(New Directions), 163
Business (Lake Tahoe CC), 145

Business Administration (Sierra College), 147
Business Administration
(Sierra College, NCC), 146
Business Careers (49er ROP), 151
Business Office Administration
(Lake Tahoe CC), 145
Business Software Applications (Heald), 161
Customer Service Clerk (New Directions), 163
General Clerk (New Directions), 163
Management (Sierra College), 147
Management (Sierra College, NCC), 146
Office Administration (Cosumnes), 144
Office Skills and Computer Training (SFS), 165
Office Technology (Sierra College), 147
Office Technology (Sierra College, NCC), 146
Small Business Owner (Roseville Adult), 156

Child Care

Early Childhood Education (CS ROP), 150
Early Childhood Education (49er ROP), 151
Early Childhood Education (Sierra College), 147
Early Childhood Education
(Sierra College, NCC), 146
Early Childhood Education (Cosumnes), 144
Early Childhood Education
(Lake Tahoe CC), 145

Computers

A+ Certification Preparation (49er ROP), 151
Basic Computer Skills & Applications
(NU Adult Ed), 154
Computer and Office Skills (Placer School), 155
Computers (Aviation & Electronic School), 158
Computers (NU Adult Ed), 154
Computer Business Administration (Heald), 161
Computer Information Classes
(Truckee Tahoe), 165
Computer Information Science (Cosumnes), 144
Computer Integrated Electronics (Sierra College), 147

Computer Integrated Electronics
 (Sierra College, NCC), 146
 Computer Studies (CS ROP), 150
 Computer Studies (49er ROP), 151
 Computer Studies (Lake Tahoe CC), 145
 Computer Studies (Sierra College), 147
 Computer Studies (Sierra College, NCC), 146
 Computer Systems Management
 (49er ROP), 151
 Computer Technician (CS ROP), 150
 Computer Technology (Heald), 161
 Computer Training (Roseville Adult), 156
 Desktop Publishing (Placer School), 155
 Desktop Publishing (Roseville Adult), 156
 FrontPage & HTML (Placer School), 155
 Microsoft Office Applications
 (Placer School), 155
 Microsoft Software Applications
 (Roseville Adult), 156
 Network Technician – Cisco (49er ROP), 151
 Network Technician – Cisco (Heald), 161
 Network Technician – Microsoft Windows 2000
 (Heald), 161
 Operating Systems – Macintosh
 (Placer School), 155

Construction

Construction Technologies (49er ROP), 151
 Construction Technology (Sierra College), 147

Cosmetology

Cosmetology (CS ROP), 150
 Cosmetology (49er ROP), 151
 Cosmetology (Jerry Lee Beauty College), 162
 Cosmetology/Esthetician (Roseville Adult), 156
 Cosmetology/Manicuring (Placer School), 155
 Esthetician (Jerry Lee Beauty College), 162
 Manicuring (CS ROP), 150
 Manicuring (Jerry Lee Beauty College), 162

Criminal Justice

Administration of Justice (Cosumnes), 144
 Criminal Justice (Lake Tahoe CC), 145
 Dispatcher (New Directions), 163
 Law Enforcement (CS ROP), 150

Dental Careers

Dental Assistant (CS ROP), 150
 Dental Assistant (49er ROP), 151

Drafting

Architect - CAD Drafting (CS ROP), 150
 AutoCad (Placer School), 155
 Drafting (Roseville Adult), 156
 Drafting (Sierra College), 147
 Drafting (Sierra College, NCC), 146

Electronics

Electronics (Aviation & Elec. School), 158
 Electronics (CS ROP), 150
 Electronics (49er ROP), 151
 Electronics Technology (Heald), 161

Engineering

Engineering (Sierra College), 147

Financial Services

Financial Services (49er ROP), 151

Fire Science

Fire Control Technician (CS ROP), 150
 Fire Science (Lake Tahoe CC), 145
 Fire Science (Sierra College), 147
 Fire Technology (Cosumnes), 144

Forestry

Forestry (Sierra College), 147

Food Service

Culinary Arts (CS ROP), 150

Culinary Arts (Lake Tahoe CC), 145
Hospitality (Placer School), 155

Geology

Geology (Sierra College), 147

Graphics

Graphic Arts/Printing (CS ROP), 150
Graphic Arts/Printing (49er ROP), 151
Graphics Communications (49er ROP), 151
Graphic Design (Placer School), 155

Health Careers

Ayurvedic Specialist (CA Ayurveda), 159
Billing Clerk – Health Unit Coordinator
(New Directions), 163
Billing Clerk – Medical (New Directions), 163
Emergency Medical Technician
(No. Ca. Training. Inst.), 164
Emergency Medical Technician
(NU Adult Ed), 154
Health Careers (49er ROP), 151
Health Careers – Office Technology
(Sierra College, NCC), 146
Health Sciences (Sierra College), 147
Hypnotherapy (InnerQuest), 162
Medical Assisting (CS ROP), 150
Medical Assisting (49er ROP), 151
Medical Office Assistant (Lake Tahoe CC), 145
Medical Receptionist (New Directions), 163
Medical Terminology (49er ROP), 151
Medical Transcriber (New Directions), 163
Nursing, Registered (Sierra College), 147
Nursing, Vocational (Sierra College), 147
Paramedic (No. Ca. Training. Inst.), 164
Sports Medicine (49er ROP), 151

Horticulture

Environmental Horticulture (Sierra College), 147

Hotel/Motel Management

Hotel/Motel Management (CA Motel), 159

Human Services

Addiction Studies (Lake Tahoe CC), 145
Human Services (Cosumnes), 144

Industrial Technology

Industrial Technology (Sierra College), 147

Journalism

Journalism (Cosumnes), 144

Legal

Paralegal, (CA Paralegal), 160

Marketing and Sales

Marketing (Sierra College), 147
Marketing and Sales (49er ROP), 151
Marketing Skills (CS ROP), 150

Massage

Acupressure Massage (Healing Arts), 161
Certified Massage Therapist
(Phillips School), 164
Massage (Body Institute), 158
Massage Practitioner (Lake Tahoe School), 163
Massage Therapy (Healing Arts), 161
Massage Therapy (Phillips School), 164
Massage Therapy I (Clinical Touch), 160
Massage Therapy II (Clinical Touch), 160

Metals

Metal Fabrication/Welding (CS ROP), 150
Metals/Manufacturing Technician
(Sierra College), 147
Welding (NU Adult Ed), 154
Welding (Placer School), 155

Mining

Mining (Sierra College), 147

Multi Media

Communication Studies (Sierra College), 147

Communication Studies

(Sierra College, NCC), 146

Telecommunications

(Aviation & Elec. School), 158

Telecommunications Technology (Cosumnes), 144

Video Production (CS ROP), 150

Video Production (49er ROP), 151

(Truckee High School)

Photography

Photography (CS ROP), 150

Photography (Lake Tahoe CC), 145

Photography (Sierra College), 147

Real Estate

Real Estate (Cosumnes), 144

Real Estate (Lake Tahoe CC), 145

Real Estate (Sierra College), 147

Teaching

Teacher's Aide (Sierra College), 147

Woodworking

Furniture/Cabinet Making (NU Adult Ed), 154

Woodworking (Placer School), 155